



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

July 14, 2014

Oil Patch Fuel & Supply, Inc.
Attn: Veronica Martinez
4004 N Cage Blvd
Pharr, Texas 78577

Via E-Mail: veronicajmtz@att.net

Re: Renewal/Extension - **C-13-021a-09-03** "Lubricants-(Grease, Oil Hydraulic Fluids-Antifreeze Products)"

Dear Ms. Martinez:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's sole option to exercise its' option to renewal the one (1) year term as provided in the current contract (under the same rates, terms and conditions). Please acknowledge receipt of this notice of placement on the Commissioners' Court meeting of **August 05, 2014** for discussion, consideration and action, by signing below and returning to the Purchasing Department, by no later than Monday, **July 22, 2014** via facsimile to (956) 956-292-7612 or email to: yolanda.velasquez@co.hidalgo.tx.us so as to meet the agenda request form deadlines.

Signature: _____

Print: _____

Date: 7/18/14

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

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626 ext. 4881. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

Yolanda Velasquez, Buyer III
Hidalgo County Purchasing Department

cc: department



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 9/9/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CCIM, Inc dba Capitol City Ins and The Insurance Store 8030 N Mopac Austin TX 78759		CONTACT NAME: Christa Moeller PHONE (A/C, H/A, Ext.): (512) 343-0280 FAX (A/C, H/A): (512) 343-0352 E-MAIL ADDRESS: christam@ccinsurance.com	
INSURED Oil Patch Fuel & Supply, Inc. 1905 Bayou Court Brownsville TX 78526		INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster INSURER B: Texas Mutual Insurance Company 22945 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL139909971

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC			5068714086- QUOTE	9/14/2013	9/14/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ ALL OWNED AUTOS ☒ Hired AUTOS ☒ MCS-90 ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ☒ CA9948 Pollution			5068714086- QUOTE	9/14/2013	9/14/2014	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 100,000
	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ 10,000			5237066583- QUOTE	9/14/2013	9/14/2014	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			TSTF0001162184- QUOTE	9/14/2013	9/14/2014	☒ WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

(956) 318-2629

 Hidalgo County Purchasing Dept
 2812 S. Business Hwy 281
 Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dwayne Baker/CHRSTA

ACORD 25 (2010/05)

INS025 (201005).01

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REQUIREMENTS AGREEMENT

C-13-021A-09-03

THIS AGREEMENT (the "Agreement") is entered into effective as of **September 03, 2013** by and between **Oil Patch Fuel & Supply, Inc..** ("Seller") and **HIDALGO COUNTY** ("Buyer").

WHEREAS, Buyer has solicited proposals for the supply of its requirements of Hidalgo County "**Lubricants (Grease, Oil, Hydraulic Fluids) & Anti-Freeze Products**" as further described in Exhibit "A" which is attached hereto and incorporated herein by reference for all purposes (the "Products") for a period of one year; and

WHEREAS, Seller has submitted a proposal to supply Buyer's requirements; and

WHEREAS, Buyer has determined that Seller has submitted the lowest and best bid to meet Buyer's requirements for the Product.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Buyer agrees to purchase from Seller, and Seller agrees to sell to Buyer, all of the Products that Buyer may require for use by Buyer in "**Lubricants (Grease, Oil, Hydraulic Fluids) & Anti-Freeze Products**" in the areas of **HIDALGO COUNTY** projects for **one (1) year, with the County's option to extend/renew for an additional one (1) year term.** Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period, under the same rates, terms and conditions at the end of the contract term for unforeseen delays in award of new bid for the next contract term. This Contract shall commence on **September 12, 2013** and expire on **September 11, 2014** and it is agreed that the Products will meet the Specifications in the Request for Bids (RFB) Procurement Packet set forth in Exhibit "A" hereto.

2. When Buyer determines that it needs a quantity of the Products to be delivered, it will, according to its Purchasing Policies, complete and submit to Seller a Purchase Order describing the type and quantity of the Products required. The Products are to be delivered by Buyer to the location in Hidalgo County specified by Buyer in its Purchase Order.

3. Buyer agrees to pay Seller for each Purchase Order based on the prices set out in Exhibit "B". Seller shall render invoices for each Purchase Order, and the invoices shall be paid by Buyer on or before the 30th day following receipt of the invoice.

4. Buyer and Seller agree that either party may terminate this contract upon thirty (30) days written notice at any time for any reason or no reason at all.

5. General Provisions.

a. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the

latter shall prevail, but in such event the affected provision or provisions of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

b. **No Waiver.** No waiver by Buyer of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

c. **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 representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by Buyer and Seller, and not otherwise.

d. **Texas Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

e. **Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to Buyer: Hidalgo County
 Attention: County Judge
 302 W. University Drive
 Edinburg, Texas 78539

If to Seller: Oil Patch Fuel & Supply, Inc
 4004 N. Cage Blvd.
 Pharr, Texas 78577

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

f. **Additional Documents.** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

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

- h. **Assignment.** This Agreement shall not be assignable.
- i. **Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.
- j. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate
- k. **Authority to Execute.** The execution and performance of this Agreement by Buyer and Seller have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of Buyer and Seller in accordance with its terms.
- l. **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 sixty (60) 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).
- m. **Insurance.** Seller shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming Buyer as an additional insured (with coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to Buyer certificates of such insurance coverage.
- n. **Purchasing Ethics.** Seller represents and warrants it has not, during the process of being awarded this contract violated the following ethical standards of Buyer and, upon and after the execution of this Agreement, agrees to abide by the following ethical standards of Buyer:
- (1) 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 Buyer, or for any elected official, department head or employee or former elected official, department head or employee of Buyer, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an officer 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 advise, 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 therefor pending before any department or agency of Buyer.
 - (2) 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 Buyer, or any person associated therewith, as an inducement for the award of a subcontract or order.

EXECUTED effective as of the day and year first above written.

APPROVED BY COMMISSIONERS COURT: _____

BUYER

By: Ramon Marcia
Ramon Garcia, County Judge

ATTEST:

Arturo Guajardo Jr.
Arturo Guajardo, Jr., County Clerk

Approved by Commissioners' Court
on 9-3-13 RO

Seller:

By: Veronica Martinez
Printed Name: Veronica Martinez
Title: Branch Manager
Date: 9/16/13

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

By: SHL
Stephen L. Crain



**AGENDA
CC REGULAR
HIDALGO COUNTY
COMMISSIONERS COURT
MEETING
September 3, 2013
9:30 A.M.**

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

1. Roll Call

All members of the Court were counted present.

2. Pledge of Allegiance

Judge Garcia led the Court and Audience in reciting the Pledge of Allegiance.

3. Prayer

Virginia Townsend led the Court and Audience in Prayer

The Court moved to items 20.A, 20.B, and 20.C.

4. Approval of Consent Agenda

The Court moved to approve the Consent Agenda.

5. Open Forum

- Fern McLaugherty expressed her concern on the large raises on some employees in listed on the Agenda for the Budget Workshop.
- Opal Billman feels her efforts in obtaining a land survey are being blocked and stated she will claim all the buildings on her land.

6. Executive Officer - Valde Guerra:

- A.** 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."

On motion by COMMISSIONER, PCT. 4 JOSEPH PALACIOS, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR., the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 Unanimously

2. Requesting engagement with the firm of ATLAS, HALL AND RODRIGUEZ for the "Provision of Legal Services/Representation in connection with Litigation" and authority to

improvements attached as "Exhibit A", located on Tract 2 out of Lot Fifteen (15), Section 245 of the Texas-Mexican Railway Company's Survey of lands in Hidalgo County, TX, valued by appraisal report as being \$0 due to age and condition of said improvements.

On motion by COMMISSIONER, PCT. 2 HECTOR "TITO" PALACIOS, seconded by COMMISSIONER, PCT. 3, JOE M. FLORES, the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 Unanimously

C. Discussion, consideration, and approval to remove from inventory a 350 ft. Communication Tower and a Collection Site Guard Station attached as "Exhibit B" due to assets been destroyed (see attached affidavit).

On motion by COMMISSIONER, PCT. 4 JOSEPH PALACIOS, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 Unanimously

D. Approval of certification of revenues, as certified by the County Auditor, for proceeds from the sale of land (3.49 acres (Tract 2) out of section 245 of Texas-Mexican Railway).

E. Approval of 2013 appropriation of funds to fund 1200 in the total amount of \$188,579.31

On motion by COMMISSIONER, PCT. 4 JOSEPH PALACIOS, seconded by COMMISSIONER, PCT. 3, JOE M. FLORES, the Court made a UNANIMOUS vote of approval on items D and E.

Vote: 5 - 0 Unanimously

22. Purchasing Department - Marty Salazar:

Notes:

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

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

A. Pct. 4

1. **AI-40303** A. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional engineering services.

On motion by COMMISSIONER, PCT. 4 JOSEPH PALACIOS, seconded by COMMISSIONER, PCT 3 JOE M. PALACIOS, the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 Unanimously

D. Sheriff's Office

1. **AI-40140** a. Requesting exemption from competitive procurement requirements under the Texas Local Government Code- 262.024(a)(4), a professional service;

On motion by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR., seconded by COMMISSIONER, PCT. 2 HECTOR "TITO" PALACIOS, the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 Unanimously

- b. Authority to enter into a & approval of contract for the provision of Psychological Services (as mandated under Texas Administrative Code) with Dr. Gregorio Pina, III, PhD.

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT 4 JOSEPH PALACIOS, the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 Unanimously

2. **AI-40391**

Requesting authority to advertise with approval of plans and specifications developed by project engineer Halff Associates, Inc for Hidalgo County Sheriff's Office - Facility Modifications to Incorporate Motorola and 911 Equipment. RFB No. 2013-258-09-25-MSS.

On motion by COMMISSIONER, PCT. 4 JOSEPH PALACIOS, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR. , the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 - Unanimously

E. Co. Wide

1. **AI-39784** Presentation of bid received as detailed in tabulation sheet contained herein meeting all specifications for the purpose of award and approval of contract for RFB titled: Hidalgo County (all funding sources)- "Collection of Used Oil, Oil Filters and Antifreeze" through project No.: 2013-038-06-26-MEG.

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR. , the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 - Unanimously

2. **AI-40038**

APPROVED

 Presentation of tabulation for action by CC to award to multiple vendors that submitted the lowest & best bids (by category/item and meeting all specifications and requirements) with approval of contracts for "Lubricants (Grease, Oil Hydraulic Fluids) and Antifreeze Products" for RFB No 2013-021-07-24-YZV.

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT. 4 JOSEPH PALACIOS , the Court made a UNANIMOUS vote of approval.

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS) AND ANTI-FREEZE PRODUCTS
RFB NO: 2013-021-07-24-YZV

will not be considered.

TERMS AND CONDITIONS:

1. Bid prices are to remain for a period of one (1) year with Hidalgo County's sole discretion to continue this bid for an additional one (1) year period under the same rates, terms and conditions.
2. Hidalgo County reserves the right to hold bids ninety (90) days after bid opening before Commissioners' Court action and to award the bid most advantageous to the County
3. 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.
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. The County reserves the right to accept or reject all or part of the bid, waive minor technicalities and award the bid to best serve the interest of the County.
6. No bid may be withdrawn for a period of thirty (30) days subsequent to bid opening date without the expressed consent of the County.
7. 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.
8. After bid is awarded and low bidder(s) default(s) in meeting the general instructions to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item.
9. Hidalgo County shall award the bid on a lump sum basis and/or item by item bid basis to one bidder, multiple bidders, primary or secondary vendor(s) whichever is in the best interest of the County. For evaluation and consideration of items bid, samples will be submitted upon request.
10. Hidalgo County reserves the right to review and renew and/or terminate contract at the expiration of each budget period. The contract is for current revenues only. If termination of contract is necessary, the successful bidder will not add any termination penalties of said contract.

ACKNOWLEDGMENT FORM -- NON-COLLUSIVE BIDDING CERTIFICATION

I/We have read instructions to bidder and specifications. My/Our bid conforms with all bid specifications, conditions, and instructions as outlined by Hidalgo County. Signing the Acknowledgment Form confirms that our company will enter into a binding contract with Hidalgo County for item(s) awarded to our company.

The undersigned Bidder, by signing and executing this bid, certifies and represents to Hidalgo County that Bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by §1.07(a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other

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



PURCHASING DEPARTMENT
County Of Hidalgo

JULY 08, 2013

Re: **HIDALGO COUNTY**
Request for Bids -"LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND
ANTIFREEZE PRODUCTS)
RFB-2013-021-07-24-YZV

Dear Gentleman/Ladies:

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

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

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

Sincerely,

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

MLS/yzv

Enclosures



PURCHASING DEPARTMENT
County Of Hidalgo

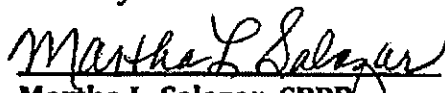
**REQUEST FOR BID (RFB)
CHECKLIST**

HIDALGO COUNTY
"LUBRICANTS-(GREASE, OIL, HYDRAULIC FLUIDS) and
ANTI-FREEZE PRODUCTS"
Bid No: 2013-021-07-24-YZV

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

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

Thank you.


Martha L. Salazar, CPPB
Purchasing Agent

JULY 08, 2013
Date

BID No: 2013-021-07-24	Buyer: Yolanda Velasquez	Tel. No: (956) 318-2626 Ext. 4881
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REQUEST FOR BIDS

HIDALGO COUNTY

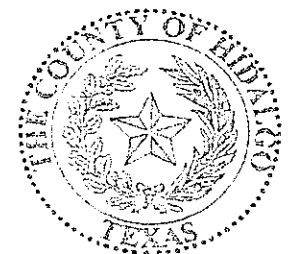
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS & ANTIFREEZE PRODUCTS)

RFB: 2013-021-07-24-YZV

BID OPENING DATE: JULY 24, 2013@ 9:30 a.m.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Bus Hwy 281 New Administration Building
Edinburg, Texas 78539



LEGAL NOTICE**BID NO.: 2013-021-07-24-YZV**

1. Sealed bids will be received for **HIDALGO COUNTY-LUBRICANTS (GREASE-OIL-HYDRAULIC FLUIDS-ANTIFREEZE)** 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-2013-021-07-24-YZV- HIDALGO COUNTY – LUBRICANTS (GREASE-OIL-HYDRAULIC FLUIDS-ANTIFREEZE) and in County's Purchasing Department, 2812 S. Business Highway 281, Edinburg, Texas, on or before 9:30 A.M., Wednesday, JULY 24, 2013. 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-2013-021-07-24-YZV.**

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 (if any)
 - d) Notation - **HIDALGO COUNTY "LUBRICANTS (GREASE-OIL-HYDRAULIC FLUIDS-ANTIFREEZE)"** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

BID NO.: 2013-021-07-24-YZV

- Hidalgo County Facilities Management Department
Attn. Daniel Flores
3100 South Business 281
Edinburg, Texas 78539
(956) 289-7850

_____, 2013

- 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 there under, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
- Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - Be able to comply with the required or proposed delivery schedule;
 - Have a satisfactory record of performance;
 - Have a satisfactory record of integrity and ethics;
 - Be otherwise qualified and eligible to receive an award.
24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty 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

LEGAL NOTICE**BID NO.: 2013-021-07-24-YZV**

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
"LUBRICANTS (GREASE-OIL-HYDRAULIC FLUIDS-ANTIFREEZE)"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2812 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: _____

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS) AND ANTI-FREEZE PRODUCTS
RFB NO: 2013-021-07-24-YZV

SPECIFICATIONS:

Hidalgo County has invested taxpayer dollars in the acquisition of equipment that due to either manufacturer or warranty requirements may call for the use of name brand products. The information contained further describes and specifies lubricants or oil products requested in THIS BID. It is not the intent of Hidalgo County to restrict these bids in such cases, but to comply with either manufacturer or warranty requirements or to meet a pre-established standard due to like existing items.

Bidder may offer lubricants/oil products that are the "same" or "equivalent" and burden of proof rests with the Bidder. Supporting documentation which clearly illustrates the composition and chemical equivalent of the lubricants and/or oil products must be submitted with this Bid. Further any additional information confirming use of the equivalent products will comply with manufacturer or warranty requirements must also be provided in this Bid. If an "equal" item is used then the bidder is responsible for any damage caused to County equipment which is a result of using such product not covered by the warranty.

Detailed specifications are included. Compliance with all specifications and conditions is required. All bids must include a detailed statement of exceptions taken to any part of the request.

Hidalgo County, Texas invites bids on lubricant, oil, hydraulic fluid and antifreeze products for a period of ninety (90) days with the County's discretion of beginning from bid award date.

Bidders shall provide the lubricant, oil, hydraulic fluid and antifreeze to the following locations and deliver the products ordered to those locations within 24 hours of the County's order to the following locations:

- a. Precinct #1: 1902 Joe Stevens Ave., Weslaco, TX.
- b. Precinct #2: 301 E. State, Pharr, TX.
- c. Precinct #3: 8310 West Mile 7 Rd, Mission, TX.
- d. Precinct #4: 1102 N. Doolittle Road, Edinburg, TX.
- e. Sheriff's Dept: 711 El Cibolo Road, Edinburg, TX
- f. Hidalgo County Facilities Mgmt: 3100 S. Bus. 281, Edinburg, Texas 78539

Hidalgo County will not accept "factory seconds" or otherwise inferior goods and reserves the right to return such item(s) within thirty (30) days of receipt at vendor's expense.

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.

ERRORS IN BIDS, RELIEF OF BID:

Bidders or their authorized representatives are expected to fully inform themselves as to the

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS) AND ANTI-FREEZE PRODUCTS
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conditions, requirements and specifications before submitting bids: failure to do so will be at the bidder's own risk and bidder cannot secure relief on the plea of error. Neither law nor regulation make the allowance for errors of omission or commission on the part of bidders. In case of error extension of prices in the bid, the unit price shall govern.

REPRESENTATIONS:

The Vendor represents that the items and/or services provided by the vendor hereunder shall conform to the presentations of same as represented and described in the Attachments. Notwithstanding anything to the contrary herein, if for any reason Hidalgo County determines in its sole discretion, that part or all of such hardware, software and/or services fails to meet the expectation of Hidalgo County, Hidalgo County may on thirty (30) days notice terminate this Agreement and receive the pro-rata portion of the contract sum paid to the Vendor by Hidalgo County for the un-expired term of this Agreement.

- A) All oil, hydraulic fluid and antifreeze shall be furnished and priced in sizes as specified on specifications, with unbroken seals, that are sealed by the manufacturer.
- B) Size and/or weight shall be stated for lubricant grease and it shall be furnished in container and/or cartridge, with unbroken seals, that are sealed by the manufacturer.
- C) Each container shall be labeled, or bear a decal or placard indicating the name and grade of the lubricant, including but not limited to, all specifications of the product contained therein. This will guarantee proper identification of each container by County employees.
- D) If the products bid are repackaged locally, vendors shall make those facilities available to the appropriate County employees to insure cleanliness and proper handling. Repackaged product should also be labeled as stated above. **Only Products that meet manufacturer's equipment standards will be permitted.**

Bidders having a history of inconsistent services and unreliability will not be considered by the County to be a responsible bidder.

Responsible Bidder: The business must be a well established organization and have an adequate number of trained personnel to ensure quality and performance and completion of contract within a specified time period.

REQUIREMENTS:

1. No substitutes will be accepted after item(s) have been awarded as specified.
2. To expedite evaluation of the bids it is mandatory that Hidalgo County forms be used to submit pricing information.
3. Bid on each item separately. Provide unit price on quantity specified and extended amount. In the event of error in extensions, the unit price shall govern

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4. The bid price will include all shipping and handling charges.
5. Bidder will be required to comply with all applicable equal employment opportunity laws and regulations.
6. Bids are to be net F.O.B. at the County Precincts' locations and Sheriff's Office specified herein.
7. No cash advance discount will be considered.
8. Failure to bid may disqualify a vendor from providing products or services for the term of the contract.
9. Supplier or vendor with bid submission must furnish **Material Safety Data Sheet (MSDS)** information for all product bids. Literature submitted is the most current reflecting item(s) being bid.
10. **BID PRICE:** Bid your lowest delivery price as of the bid opening date.
11. Detailed explanation of warranties must be provided with bid.

INSTRUCTIONS TO BIDDERS:

COMPLIANCE WITH SPECIFICATIONS AND HIDALGO COUNTY RIGHT OF SELECTION: The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission.

EVALUATION OF BID: All bids shall be evaluated on all factors involved. (i.e. price, quality, and service, etc.,) whichever is in the best interest of the County.

DEVIATIONS FROM SPECIFICATIONS: All deviations from the specifications must be noted in writing, in detail by the bidder at the time of submittal of the bid. The absence of a written list of specification deviations will hold the bid strictly accountable to the County to the specifications as written. Any deviations from the specifications as written not previously submitted, as required, will be grounds for rejection of the materials and/or equipment when delivered.

"OR EQUAL" INTERPRETATION CLAUSE: Any time a particular manufacturer's name brand may be specified, it shall mean any product of equal quality. Bids shall be considered on all other brands submitted and on equal quality product of other manufacturers.

On all such bids, the bidder shall indicate clearly the product on which he is bidding, and shall supply sufficient data on his/her own letterhead to enable an intelligent comparison to be made with the particular brand or manufacturer specified. If after analyzing the bid, it is found that the bidder did not bid on the brand and model specified and a statement to the contrary is not submitted, the item

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things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of Hidalgo County concerning this bid on the basis of any consideration not authorized by law; the advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to briber, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value any officer, trustee, agent or employee of Hidalgo County in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of Hidalgo County in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

Market Volatility and Unit Price Adjustments: Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

- a) **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.
 - i) A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
 - ii) The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - iii) The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - iv) No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - v) The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
- b) **Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for

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items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

- c) **Time frame for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

Allowable Review Periods: Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

- d) **Dollar Limit to Price Changes:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS) AND ANTI-FREEZE PRODUCTS
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ADDITIONAL INFORMATION:

Further information required for this project can be addressed to, Yolanda Velasquez, Buyer, Hidalgo County Purchasing Department (956) 318-2626. Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statement of qualifications be addressed to Martha L. Salazar, Purchasing Agent, 2802 S Hwy Bus Hwy 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE (956) 292-7612 OR VIA EMAIL: yolanda.velasquez@co.hidalgo.tx.us NO LATER THAN, Wednesday, JULY 17, 2013, 5:00 P.M. Responses will be sent to all applicants via facsimile by no later than, 5:00 P.M., Friday JULY 19, 2013.

ACKNOWLEDGMENT FORM

Company Name:			
Address:			
City/State/Zip:			
Authorized Signature:			
Authorized Signature (Print):			
Title:			
Telephone No:		Fax No:	
Cell Number:			
EMAIL:			

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
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EXHIBIT "B"-BID PAGES

CLASS 405- FUEL, OIL, GREASE & LUBRICANTS

- 1 DIESEL ENGINE LUBRICANTS-NIGP COMMODITY CODE: 405-90**
Made available in the following sizes: Pint, Quart, 1 Gallon, 5 Gallon, 55 Gallon, Bulk

- 1A SAE15W-40 meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CI-4, CH-4, CF-4, Cummins CES 20078, EOM+, Volvo VDS2/VDS, Allison C-4, API SL-SJ, Minimum 10 TBN

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Fleet Supreme EC			
Bulk			

- 1B SAE 10W meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CF, CD, SL, SJ, Allison C-4, Cat TO-2, Minimum 7.5 TBN

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

- 1C SAE 30W meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CF-2, CF, CD, SL, SJ, Allison C-4, Cat TO-2, Minimum 7.5 TBN

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

- 1D SAE 40W meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CF-2, CF, CD, SL, SJ, Minimum 7.5 TBN

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
RFB № 2013-021-07-24-YZV
EXHIBIT "B"-BID PAGES

1E. Rotella T (15 W-40 C J 4) -NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

2 GASOLINE ENGINE LUBRICANTS – NIGP COMMODITY CODE: 405-39

Made available in the following sizes: Pint, Quart, 1 Gallon, 5 Gallon, 55 Gallon, Bulk
meeting the following specifications: API, SL, SJ, SH, ILSAC-GF3 (Multigrades only) FORD WSS=M2C153H (5W-20 only)

2A SAE 5W-30– NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

2B SAE10W-30 – NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon Formula Shell			
Bulk			

2C SAE5W-20– NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon Premium Synthetic Blend			
Bulk			

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
RFB № 2013-021-07-24-YZV
EXHIBIT "B"-BID PAGES

2D SAE30- NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

2E SAE40 - NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

2F SAE5W-20 SIMI SYNTHETIC- NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

2G SAE2W-50- NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			
Bulk			

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
RFB № 2013-021-07-24-YZV
EXHIBIT "B"-BID PAGES

- 3 Automatic Transmission Lubricants- NIGP COMMODITY CODE: 405-36
Made available in the following sizes: Quart, Gallon, 5 Gallon, 55 Gallon

- 3A Mercon/Dexron III ATF meeting specifications for: Mercon/Dexron II & III & IIIE, Allison C-4, Cat TO-2

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon Formula Shell			

- 3B Type F ATF meeting Ford M2C33-F specifications- NIGP COMMODITY CODE: 405-36

	Brand	Product No.	Price Per Unit
Quart			
Gallon			
5 Gallon			
55 Gallon			

- 3C Mercon 5 - Trasmission Fluid - NIGP COMMODITY CODE: 405-36

	Brand	Product No.	Price Per Unit
12 / 1 Qt.			
16 Gallon			
55 Gallon			

- 3D Allison – Castrol Transmission TranSynd - NIGP COMMODITY CODE: 405-36

	Brand	Product No.	Price Per Unit
12 / 1 Qt.			
16 Gallon			
55 Gallon			

- 4 Tractor Hydraulic Fluids- NIGP COMMODITY CODE: 405-51

Made available in the following sizes: 5 Gallon, 55 Gallon

Meeting the following specifications: Case Hy-Tran/TCH, Cat TO-2, JD 303/J20C, Ford-new Holland M2C134 A/B/C/D Massey M1141, Vickers M-2950-S, I-286-S, Universal Tractor fluid serving transmissions, final drives, oil immersed brakes and hydraulic systems

	Brand	Product No.	Price Per Unit
5 Gallon Steiner Hydraulic Oil			
55 Gallon Lubriguard 303			

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
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EXHIBIT "B"-BID PAGES

- 5** **Differential/ Final Drive Gear Lubricants NIGP COMMODITY CODE: 405-57**
Made available in the following sizes: 35# Pail, 120 Lb Keg, 400 Lb Drum

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum Spirax			

- 5A** **SAE 80W-90 Gear lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57**
GL-5, GL-4, Mack GO-J, MIL-L-2105D, MIL-PRF-2105E

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum			

- 5B** **SAE 85W-140 Gear lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57**
GL-5, GL-4, Mack GO-J, MIL-L-2105D, MIL-PRF-2105E

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum			

- 5C** **SAE 75W-90 Synthetic Gear lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57**
GL-5, MT-1, Mack GO-J

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum Spirax			

- 5D** **SAE 50W Synthetic Transmission lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57**
MT-1 performance for Eaton, Mack, Meritor, Navistar

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum			

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- 5E. SAE50W Synthetic Transmission lubricant meeting the following specifications: NIGP COMMODITY CODE: 405-57
MT-1 performance for Eaton, Mack, Meritor, Navistar

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum			

- 5F CAT-T0-4 SAE 30 Drive Train oil for Final Drives meeting the following specifications:
Allison, C4, C3, Cat TO-4, TO-2, SAE 30W NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum CAT			

- 5G CAT TO-4 SAE 50 Drive Train oil for Final Drives meeting the following specifications:
Allison, C4, C3, Cat TO-4, TO-2, SAE 50W NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
35# Pail			
120 Lb Keg			
400 Lb Drum CAT			

- 6 Hydraulic Lubricants in various viscosities made available in the following sizes: 5 Gallon, 55 Gallon
Meeting the following specifications: Denison HF-O, Vickers M-2950-S, I-286-S, TOST min 2000 hrs.
NIGP COMMODITY CODE: 405-51

- 6A ISO 32 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon			
55 Gallon			

- 6B ISO 46 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon			
55 Gallon			

- 6C ISO 68 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon			
55 Gallon			

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6D ISO 100 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon Quincy			
55 Gallon			

7 BRAKE and POWER Steering Fluids made available in the following sizes: Pint, Quarts, preferably in Gallons Meeting the following specifications: DOT3 for Brake Fluid/ Ford, GM, Chrysler for Power Steering

7A Brake Fluid NIGP COMMODITY CODE: 405-85

	Brand	Product No.	Price Per Unit
Pint			
Quart			
Gallon-Shell			

7B Power Steering Fluid NIGP COMMODITY CODE: 405-85

	Brand	Product No.	Price Per Unit
Pint			
Quart			
Gallon-Gunk			

8 Aeroshell Fluid 4 Fluid make available in the following sizes 1 Gallon, 55 Gallon NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon			
55 Gallon			

9 Chassis Grease made available in the following sizes: Case of 10 tubes, 35# Pail, 120# Keg, 55 Gallon Drums NIGP COMMODITY CODE: 405-24

9A Lithium Complex High Temp Grease meeting specifications: NIGP COMMODITY CODE: 405-24

NLGI-2, ASTM D4950 GC-LB, Suitable for wheel bearings, chassis, PTO, U-Joints, on & off Road Applications

	Brand	Product No.	Price Per Unit
Case 10			
35# Pail			
120 # Keg-Mystik			
55 Gallon			

9B Lithium Complex High Temp Grease w/ 3% moly meeting specifications: NIGP COMMODITY CODE: 405-24 NLGI-2, ASTM D4950 GC-LB, Suitable for wheel bearings, chassis, PTO, U-Joints, On & Off Road Applications

	Brand	Product No.	Price Per Unit
Case 10-CAT			
35# Pail			
120 # Keg-CAT			

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CLASS 060-AUTOMOTIVE & TRAILER EQUIPMENT & PARTS

10 Antifreeze made available in the following sizes: 1 Gallon, 55 Gallon

10A Ethylene Glycol Antifreeze meeting specifications for: NIGP COMMODITY CODE: 060-03
ASTM D3306 for automotive/ ASTM D 4985 for Heavy Duty Diesel

	Brand	Product No.	Price Per Unit
1 Gallon			
55Gallon-Shell Zone			

10B Extended Life Antifreeze/ Coolant meeting specifications for: NIGP COMMODITY CODE: 060-03
CAT EC-1, TMC RP 329, TMC RP 338, Matching Caterpillar Extended Life Coolant, Detroit Diesel

	Brand	Product No.	Price Per Unit
1 Gallon			
55 Gallon			

10C Volvo Antifreeze – Coolant VCS NIGP COMMODITY CODE: 060-03

	Brand	Product No.	Price Per Unit
1 Gallon			
55 Gallon			

CLASS 075 – AUTOMOTIVE SHOP AND RELATED EQUIPMENT & SUPPLIES

11 Shop Chemicals and Products made available in various sizes

11A Aerosol Brake Cleaner NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit

11B Aerosol Engine Degreaser NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit

11C Aerosol Starting Fluid-Spray Can NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit

11D Aerosol Penetrating Oil – WD 40 NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit

11E Oil Absorbent – Absorb & Dry NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit

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CLASS 405-FUEL, OIL, GREASE & LUBRICANTS

12A	Gasoline Fuel Additive – Seafoam	NIGP COMMODITY CODE: 405-07		
	Brand	Product No.	Price Per Unit	
12B	Diesel Fuel Additives	NIGP COMMODITY CODE: 405-07		
	Brand	Product No.	Price Per Unit	
12C	Engine Oil Additive	NIGP COMMODITY CODE: 405-38		
	Brand	Product No.	Price Per Unit	
12D	Aerosol Lubricant	NIGP COMMODITY CODE: 405-27		
	Brand	Product No.	Price Per Unit	
12E	Easy Slide RB-9512 Dryfilm Lubricant – Lube-A-Boom	NIGP COMMODITY CODE: 405-66		
	Brand	Product No.	Price Per Unit	

**CLASS 630 - PAINT, PROTECTIVE COATINGS,
VARNISH, WALLPAPER, AND RELATED PRODUCTS**

13	Mineral Spirits made available in the following sizes: 5 Gallon, 55 Gallon NIGP COMMODITY CODE: 630-90			
13A	Mineral Spirits meeting specifications for: Naptha, Parts Cleaner			
	Brand	Product No.	Price Per Unit	
	5 Gallon			
	55 Gallon			

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BIDDER'S INFORMATION

BIDDER/COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP CODE:

TELEPHONE NUMBER

E-MAIL ADDRESS:

CELLULAR NUMBERS:

FAX NUMBER:

AUTHORIZED SIGNATURE:

PRINTED NAME:

TITLE:

DATE:

EXHIBIT "C"

Insurance Requirements

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

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

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

Revised 10/01/08

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

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$
	☐ COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	☐ CLAIMS MADE OCCUR				MEDICAL (Any one person) \$
	☐ OWNER'S & CONT. PROT				PERSONAL & ADV INJURY \$
	☐ OWNER'S PROTECTIVE LIABILITY				GENERAL AGGREGATE \$
	☐ GEN'L AGGREGATE LIMIT APPLIES PER POLICY ☐ PROJECT ☐ LOC				PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO				BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS				
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	☐ ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY AGG \$
C	EXCESS LIABILITY				EACH OCCURRENCE \$
	☐ OCCUR ☐ CLAIMS MADE				AGGREGATE \$
	☐ DEDUCTIBLE				\$
	☐ RETENTION \$				\$
					\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATU- ☐ OTHER TORY LIMITS
					E.L. EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	OTHER				

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

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

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____
Company/Vendor

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

- ☐ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners= Court;
- ☐ will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners= Court; currently carry the following:

Automobile Liability: \$_____ General Liability: \$_____

- ☐ have already been met, see attached copy of insurance certificate.

Authorized Representative

Date

Notice to Bidder:

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

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

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

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

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
4. Permits: _____
5. Other: _____

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

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

Authorized Signature

Date

Company

Address

City, State, Zip

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006. Local Government Code. An offense under this section is a Class C misdemeanor.	OFFICE USE ONLY Date Received	
1 Name of person who has a business relationship with local governmental entity.		
<input style="margin-right: 10px;" type="checkbox"/> 2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship. Name of Officer This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? ☐ Yes ☐ No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No D. Describe each employment or business relationship with the local government officer named in this section.		
4 Signature of person doing business with the governmental entity Date		

**Complete in print or type. Please return this application to the Hidalgo County Purchasing Department
thru Facsimile: (956) 318-2629 or (956) 292-7612
in person or regular mail to:
Mailing/Postal Address: 2812 S. Business Hwy. 281
Physical Address: 2802 S. Business Hwy. 281
Edinburg, Texas 78539
or e-mail: purchasing@co.hidalgo.tx.us**

Company Name:						Telephone No. ()					
dba Name:											
Legal Name:											
Mailing Address:						Fax No. ()					
Physical Address:											
City, State, Zip						Tax I.D. No.					
Remit to Address :						City, State, Zip					
E-Mail Address:											
Representative(s) Name(s) & Title(s)											
Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____ Non-Profit _____ LLC _____ Sole Proprietor _____ Other, Specify											
State Identification No. _____ (Please attached completed W-9 form with this application) Federal Identification No. or (if individual) SS No.											
State of Incorporation: _____ Date: _____ Other:											
Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker _____ Distributor _____ Service Organization _____ Other, Specify											
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:											
Small and/or Disadvantaged Business Information (check application criteria)											
Small Business: _____ Disadvantaged Business (At Least 51% Ownership)											
☐ Less than 125,000 annual gross receipt ☐ Black American ☐ Native American ☐ Less than 250,000 annual gross receipt ☐ Hispanic American ☐ Women ☐ Less than 499,000 annual gross receipt ☐ Asian Pacific American ☐ Other ☐ More than 500,000 annual gross receipt											
Have you been certified as a HUB or an MBE/WBE source?: ☐ Yes ☐ No											
Indicate Certification No.(s): _____ or are Certificate(s) attached?: ☐ Yes ☐ No											
What type of product(s) is/are solicited by your company?:											
Would you like to be provided with specifications for procurements of such products?: ☐ Yes ☐ No											
To Be Completed by the County: Rec'd by (Purchasing): _____ Date Rec'd by (Purchasing): _____ Date Forwarded Information to Auditor's Office: _____ Entry Date: _____ Vendor No.: _____											

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: ☐ Yes ☐ No

If yes, by whom?: ☐ Texas Building & Procurement Commission ☐ Other _____

Indicate Certification No(s): _____ or Are Certificate(s) Attached?: ☐ Yes ☐ No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): ☐ Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): ☐ Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): ☐ Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

Request for Taxpayer Identification Number and Certification

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

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
			-				-	
Employer identification number								
			-					

Part II Certification

Under penalties of perjury, I certify that:

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

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

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

General Instructions

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

Purpose of Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Payments you receive will be subject to backup withholding if:

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

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

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Name

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

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

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

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

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

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

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

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

Exempt Payee

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

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

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

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

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

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

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

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

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

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

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

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

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

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

Secure Your Tax Records from Identity Theft

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

To reduce your risk:

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

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

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

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

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

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

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

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

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

Privacy Act Notice

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

**Certification
Regarding Debarment, Suspension and Ineligibility**

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

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

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

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

REQUIREMENTS AGREEMENT

C-13-021-00-00

THIS AGREEMENT (the "Agreement") is entered into effective as of _____, 2013 by and between _____ ("Seller") and **HIDALGO COUNTY** ("Buyer").

WHEREAS, Buyer has solicited proposals for the supply of its requirements of Hidalgo County "**Lubricants (Grease, Oil, Hydraulic Fluids) & Anti-Freeze Products**" as further described in Exhibit "A" which is attached hereto and incorporated herein by reference for all purposes (the "Products") for a period of one year; and

WHEREAS, Seller has submitted a proposal to supply Buyer's requirements; and

WHEREAS, Buyer has determined that Seller has submitted the lowest and best bid to meet Buyer's requirements for the Product.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Buyer agrees to purchase from Seller, and Seller agrees to sell to Buyer, all of the Products that Buyer may require for use by Buyer in "**Lubricants (Grease, Oil, Hydraulic Fluids) & Anti-Freeze Products**" in the areas of **HIDALGO COUNTY** projects for **one (1) year, with the County's option to extend/renew for an additional one (1) year term**. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period, under the same rates, terms and conditions at the end of the contract term for unforeseen delays in award of new bid for the next contract term. This Contract shall commence on _____, 2013 and expire on _____, 2014 and it is agreed that the Products will meet the Specifications in the Request for Bids (RFB) Procurement Packet set forth in Exhibit "A" hereto.

2. When Buyer determines that it needs a quantity of the Products to be delivered, it will, according to its Purchasing Policies, complete and submit to Seller a Purchase Order describing the type and quantity of the Products required. The Products are to be delivered by Buyer to the location in Hidalgo County specified by Buyer in its Purchase Order.

3. Buyer agrees to pay Seller for each Purchase Order based on the prices set out in Exhibit "B". Seller shall render invoices for each Purchase Order, and the invoices shall be paid by Buyer on or before the 30th day following receipt of the invoice.

4. County and Seller agree that either party may terminate this contract upon thirty (30) days written notice at any time for any reason or no reason at all.

5. General Provisions.

a. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this

Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

b. **No Waiver.** No waiver by Buyer of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

c. **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 representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by Buyer and Seller, and not otherwise.

d. **Texas Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

e. **Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to Buyer: Hidalgo County
Attention: County Judge
302 W. University Drive
Edinburg, Texas 78539

If to Seller: _____

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

f. **Additional Documents.** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

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

h. **Assignment.** This Agreement shall not be assignable.

i. **Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

j. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate

k. **Authority to Execute.** The execution and performance of this Agreement by Buyer and Seller have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of Buyer and Seller in accordance with its terms.

l. **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 sixty (60) 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).

m. **Insurance.** 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 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.

n. **Purchasing Ethics.** Seller represents and warrants it has not, during the process of being awarded this contract violated the following ethical standards of Buyer and, upon and after the execution of this Agreement, agrees to abide by the following ethical standards of Buyer:

(1) 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 Hidalgo County, or for any elected official, department head or employee or former elected official, department head or employee of Hidalgo County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an officer 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 advise, 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 therefor pending before any department or agency of Hidalgo County.

(2) 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 Hidalgo

County, or any person associated therewith, as an inducement for the award of a subcontract or order.

EXECUTED effective as of the day and year first above written.

APPROVED BY COMMISSIONERS COURT: _____

HIDALGO COUNTY

By: _____
Ramon Garcia, County Judge

ATTEST:

Arturo Guajardo, Jr., County Clerk

Vendor:

By: _____

Printed Name: _____

Title: _____

Date: _____

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

By: _____
Stephen L. Crain

**EXHIBIT “B”
BID PAGE**

HIDALGO COUNTY
TABULATION SHEET
"LUBRICANTS (GREASE OIL, HYDRAULIC FLUIDS) & ANTI-FREEZE PRODUCTS"
RFB NO.: 2013-021-07-24-YZV

AWARDED PRODUCTS TABULATION
SHEET FOR ORDERING PURPOSES

Oil Patch Fuel & Supply, Inc.
Pharr, Texas

CLASS 405-FUEL, OIL, GREASE & LUBRICANTS

1B SAE 10W meeting the following specifications: **NIGP COMMODITY CODE: 405-90**

	Brand	Product No.	Price Per Unit
5 GALLON	Rotella T1 10W	19890	56.12
55 Gallon	Rotella T1 10W	19855	580.14

1C SAE 30W meeting the following specifications: **NIGP COMMODITY CODE: 405-90**
CF-2, CF, CD, SL, SJ, Allison C-4, Cat TO-2, Minimum 7.5 TBN-

	Brand	Product No.	Price Per Unit
Quart	Rotella T130 W	19903	3.25
5 Gallon	Rotella T130 W	19892	54.00
55 Gallon	Rotella T130W	19860	556.88
Bulk	Rotella T130W	04730	9.68

1D SAE 40W meeting the following specifications: **NIGP COMMODITY CODE: 405-90**
CF-2, CF, CD, SL, SJ, Minimum 7.5 TBN

	Brand	Product No.	Price Per Unit
Quart	Rotella T140W	19904	3.24

2 Gasoline Engine Lubricants-

Made available in the following sizes: Pint, Quart, 1 Gallon, 5 Gallon, 55 Gallon, Bulk
meeting the following specifications: API, SL, SJ, SH, ILSAC-GF3 (Multigrades only) FORD WSS=M2C153H (5W-20 only)

2A SAE 5W-30 **NIGP COMMODITY CODE: 405-39**

	Brand	Product No.	Price Per Unit
Quart	Form-Shell 5W-30	24074	2.94

2B SAE10W-30 **NIGP COMMODITY CODE: 405-39**

	Brand	Product No.	Price Per Unit
Quart	Form-Shell 10W-30	24081	2.90

2D SAE30 **NIGP COMMODITY CODE: 405-39**

	Brand	Product No.	Price Per Unit
Quart	Form Shell 30W	24070	2.90

2E SAE40 **NIGP COMMODITY CODE: 405-39**

	Brand	Product No.	Price Per Unit
Quart	FormulaShell40W	24071	2.90

2G SAE2W-50 Simi synthetic **NIGP COMMODITY CODE:405-39**

HIDALGO COUNTY
TABULATION SHEET
"LUBRICANTS (GREASE OIL, HYDRAULIC FLUIDS) & ANTI-FREEZE PRODUCTS"
RFB NO.: 2013-021-07-24-YZV

AWARDED PRODUCTS TABULATION
SHEET FOR ORDERING PURPOSES

	Brand	Product No.	Price Per Unit
Quart	Form Shell 20W-50	24067	2.90
55 Gallon	Form Shell 20W-50	24066	573.19

3 Automatic Transmission Lubricants

Made available in the following sizes: Quart, Gallon, 5 Gallon, 55 Gallon

3A Mercon/Dexron III ATF meeting specifications for: NIGP COMMODITY CODE: 405-36
Mercon/Dexron II & III & IIIE, Allison C-4, Cat TO-2

	Brand	Product No.	Price Per Unit
Quart	Sprax S3 ATFMD3	27653	2.88

5C SAE 75W-90 Synthetic Gear lubricant meeting the following specifications:
GL-5, MT-1, Mack GO-J NIGP COMMODITY CODE: 405-57

	Brand	Product No.	Price Per Unit
120 Lb Keg	Spirax S6 AXRME 75W-90	26914	514.17

5D SAE 50W Synthetic Transmission lubricant meeting the following specifications:
MT-1 performance for Eaton, Mack, Meritor, Navistar NIGP COMMODITY CODE: 405-57

	Brand	Product No.	Price Per Unit
120 LB KEG	Spirax S6 GME50W	26903	495.54
400 LB DRUM	Spirax S6GME50W	26909	1674.06

5F CAT-T0-4 SAE 30 Drive Train oil for Final Drives meeting the following specifications:
Allison, C4, C3, Cat TO-4, TO-2, SAE 30W NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
35# Pail	Spirax S4CX30	26901	60.79
400 Lb Drum CAT	Spirax S4CS 30W	26900	631.62

5G CAT TO-4 SAE 50 Drive Train oil for Final Drives meeting the following specifications:
Allison, C4, C3, Cat TO-4, TO-2, SAE 50W NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
35# Pail	Spirax SR CX50W	26896	60.48
400 Lb Drum CAT	Spirax S4 CX50W	26907	628.15

6A Hydraulic Lubricants in various viscosities made available in the following sizes: 5 gallon, 55 Gallon Meeting the following specifications: Denison HF-0, Vickers M-2950-S, TOST min 2000 hrs. NIGP COMMODITY CODE 405-51

	Brand	Product No.	Price Per Unit
5 GALLON	SHELL HYD S1M32	06004	41.22
55 GALLON	SHELL HYD S1M32	06004	416.29

HIDALGO COUNTY
TABULATION SHEET
"LUBRICANTS (GREASE OIL, HYDRAULIC FLUIDS) & ANTI-FREEZE PRODUCTS"
RFB NO.: 2013-021-07-24-YZV

AWARDED PRODUCTS TABULATION
SHEET FOR ORDERING PURPOSES

6B ISO 46 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 GALLON	SHELL HYD S1M46	05773	41.22
55 GALLON	SHELL HYD S1M46	05773	416.29

6C ISO 68- NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 GALLON	SHELL HYD S1M68	05773	41.22
55 GALLON	SHELL HYD S1M68	05773	416.29

6D ISO 100 NIGP COMMODITY CODE 405-51

	Brand	Product No.	Price Per Unit
5 GALLON	SHELL TELLOS S2M100	26698	55.22
55 GALLON	SHELL TELLOS S2M100	26709	606.73

9 Chassis Grease made available in the following sizes: Case of 10 tubes, 35# Pail, 120# Keg, 55 Gallon Drums

9B Lithium Complex High Temp Grease w/ 3% moly meeting specifications: NIGP COMMODITY CODE: 405-24 NLGI-2, ASTM D4950 GC-LB, Suitable for wheel bearings, chassis, PTO, U-Joints, On & Off Road Applications

	Brand	Product No.	Price Per Unit
120 # Keg-CAT	SHELL GADUS S3V460D2	26859	353.49

CLASS 060-AUTOMOTIVE & TRAILER EQUIPMENT & PARTS

10 Antifreeze made available in the following sizes: 1 Gallon, 55 Gallon

10A Ethylene Glycol Antifreeze meeting specifications for: NIGP COMMODITY CODE: 060-03 ASTM D3306 for automotive/ ASTM D 4985 for Heavy Duty Diesel

	Brand	Product No.	Price Per Unit
1 GALLON	SHELL ZONE AF/C50/50	706021	38.82
55 GALLON – SHELL ZONE	PAR 50/50	55PAR50	276.34

10B Extended Life Antifreeze/ Coolant meeting specifications for: NIGP COMMODITY CODE: 060-03 CAT EC-1, TMC RP 329, TMC RP 338, Matching Caterpillar Extended Life Coolant, Detroit Diesel

	Brand	Product No.	Price Per Unit
1 Gallon	ROTELLA ELC	06021	51.43
55 Gallon	PAR EXLIFE 50/50	55 PAR EXTLIFE	374.32

HIDALGO COUNTY
TABULATION SHEET
"LUBRICANTS (GREASE OIL, HYDRAULIC FLUIDS) & ANTI-FREEZE PRODUCTS"
RFB NO.: 2013-021-07-24-YZV

AWARDED PRODUCTS TABULATION
SHEET FOR ORDERING PURPOSES

CLASS 075-AUTOMOTIVE SHOP AND RELATED EQUIPMENT & SUPPLIES

11E Oil Absorbent – Absorb & Dry NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit
	ABSORB & DRY	9049	6.12

CLASS 630-PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS

13 Mineral Spirits made available in the following sizes: 5 gallon, 55 gallon meeting the following specifications:

13A Naptha, Parts Cleaner NIGP COMMODITY CODE: 630-90

	Brand	Product No.	Price Per Unit
5 Gallon	Mineral Spirit	3564	32.22
55 Gallon	Mineral Spirit	5564	317.29

ORIGINAL BID PRICING DO NOT USE
FOR ORDERING PURPOSES

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
RFB № 2013-021-07-24-YZV
EXHIBIT "B"-BID PAGES

CLASS 405- FUEL, OIL, GREASE & LUBRICANTS

- I DIESEL ENGINE LUBRICANTS-NIGP COMMODITY CODE: 405-90**
Made available in the following sizes: Pint, Quart, 1 Gallon, 5 Gallon, 55 Gallon, Bulk

- 1A SAE15W-40 meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CI-4, CH-4, CF-4, Cummins CES 20078, EOM+, Volvo VDS2/VDS, Allison C-4, API SL-SJ, Minimum 10 TBN

	Brand	Product No.	Price Per Unit
Quart	N/A	N/A	N/A
Gallon	N/A	N/A	N/A
5 Gallon	Rimula Super 15W-40	71399	51.03
55 Gallon	Rimula Super 15W-40	71399	524.20
Fleet Supreme EC	Rimula Super 15W-40	71399	7.84
Bulk	Rimula Super 15W-40	71399	7.84

- 18 SAE 10W meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CF, CD, SL, SJ, Allison C-4, Cat TO-2, Minimum 7.5 TBN

	Brand	Product No.	Price Per Unit
Quart	N/A	N/A	N/A
Gallon	N/A	N/A	N/A
5 Gallon	Rotella TI 10W	19890	56.12
55 Gallon	Rotella TI 10W	19855	580.14
Bulk	N/A	N/A	N/A

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9:47

7-24-13

Witnessed

- 1C SAE 30W meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CF-2, CF, CD, SL, SJ, Allison C-4, Cat TO-2, Minimum 7.5 TBN

	Brand	Product No.	Price Per Unit
Quart	Rotella TI 30W	19903	38.94
Gallon	Rotella TI 30W	19858	37.28
5 Gallon	Rotella TI 30W	19892	54.00
55 Gallon	Rotella TI 30W	19860	556.88
Bulk	Rotella TI 30W	04730	9.68

- 1D SAE 40W meeting the following specifications: -NIGP COMMODITY CODE: 405-90**
CF-2, CF, CD, SL, SJ, Minimum 7.5 TBN

	Brand	Product No.	Price Per Unit
Quart	Rotella TI 40W	19904	38.91
Gallon	Rotella TI 40W	19858	37.28
5 Gallon	Rotella TI 40W	19891	58.41
55 Gallon	Rotella TI 40W	19860	556.88
Bulk	Rotella TI 40W	04732	8.90

ORIGINAL BID PRICING DO NOT USE
FOR ORDERING PURPOSES

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
RFB № 2013-021-07-24-YZV
EXHIBIT "B"-BID PAGES

1E. Rotella T (15 W-40 CJ 4) NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
Quart	N/A	N/A	N/A
Gallon	N/A	N/A	N/A
5 Gallon	Rotella T3 5W-40	19910	59.13
55 Gallon	Rotella T3 5W-40	19911	113.51
Bulk	Rotella T3 5W-40	04734	9.81

2 GASOLINE ENGINE LUBRICANTS - NIGP COMMODITY CODE: 405-39

Made available in the following sizes: Pint, Quart, 1 Gallon, 5 Gallon, 55 Gallon, Bulk meeting the following specifications: API, SL, SJ, SH, ILSAC-GF3 (Multigrades only) FORD WSS=M2C153H (5W-20 only)

2A SAE 5W-30 - NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart	Form. Shell 5W-30	24074	35.28
Gallon	N/A	N/A	N/A
5 Gallon	N/A	N/A	N/A
55 Gallon	Form. Shell 5W-30	24073	496.98
Bulk	Form. Shell 5W-30	05520	7.94

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Witnessed

2B SAE10W-30 - NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart	Form. Shell 10W-30	24081	34.76
Gallon	N/A	N/A	N/A
5 Gallon	Form. Shell 10W-30	05521	47.39
55 Gallon Formula Shell	Form. Shell 10W-30	24079	484.11
Bulk	Form. Shell 10W-30	05521	7.74

2C SAE5W-20 - NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart	Form. Shell 5W-20	24080	43.94
Gallon	N/A	N/A	N/A
5 Gallon	Form. Shell 5W-20	05519	48.56
55 Gallon Premium Synthetic Blend	N/A	N/A	N/A
Bulk	Form. Shell 5W-20	05519	7.94

ORIGINAL BID PRICING DO NOT USE
FOR ORDERING PURPOSES

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
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EXHIBIT "B"-BID PAGES

2D SAE30- NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart	Form Shell 30	24070	34.76
Gallon	N/A	N/A	N/A
5 Gallon	N/A	N/A	N/A
55 Gallon	N/A	N/A	N/A
Bulk	N/A	N/A	N/A

2E SAE40 - NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart	Form Shell 40	24071	34.75
Gallon	N/A	N/A	N/A
5 Gallon	N/A	N/A	N/A
55 Gallon	N/A	N/A	N/A
Bulk	N/A	N/A	N/A

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2F SAE5W-20 SIMI SYNTHETIC- NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart	N/A	N/A	N/A
Gallon	N/A	N/A	N/A
5 Gallon	N/A	N/A	N/A
55 Gallon	N/A	N/A	N/A
Bulk	N/A	N/A	N/A

Witnessed

[Signature]

2G SAE2W-50- NIGP COMMODITY CODE: 405-39

	Brand	Product No.	Price Per Unit
Quart	Form Shell 20W-50	24067	34.75
Gallon	N/A	N/A	N/A
5 Gallon	N/A	N/A	N/A
55 Gallon	Form Shell 20W-50	24066	573.19
Bulk	N/A	N/A	N/A

ORIGINAL BID PRICING DO NOT USE
FOR ORDERING PURPOSES

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
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EXHIBIT "B"-BID PAGES

- 3 Automatic Transmission Lubricants- NIGP COMMODITY CODE: 405-36
Made available in the following sizes: Quart, Gallon, 5 Gallon, 55 Gallon

- 3A Mercon/Dexron III ATF meeting specifications for: Mercon/Dexron II & III & IIIE, Allison C-4, Cat TO-2

	Brand	Product No.	Price Per Unit
Quart	Spirax	S3ATFMD3 27653	34.63
Gallon	N/A	N/A	N/A
5 Gallon	Spirax	S3ATFMD3 26920	50.81
55 Gallon Formula Shell	Spirax	S3ATFMD3 26919	521.73

- 3B Type F ATF meeting Ford M2C33-F specifications- NIGP COMMODITY CODE: 405-36

	Brand	Product No.	Price Per Unit
Quart	N/A	N/A	N/A
Gallon	N/A	N/A	N/A
5 Gallon	N/A	N/A	N/A
55 Gallon	N/A	N/A	N/A

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7-24-13

Witnessed

- 3C Mercon 5 - Trasmission Fluid - NIGP COMMODITY CODE: 405-36

	Brand	Product No.	Price Per Unit
12 / 1 Qt.	N/A	N/A	N/A
16 Gallon	N/A	N/A	N/A
55 Gallon	N/A	N/A	N/A

- 3D Allison - Castrol Transmission TranSynd - NIGP COMMODITY CODE: 405-36

	Brand	Product No.	Price Per Unit
12 / 1 Qt.	N/A	N/A	N/A
16 Gallon	N/A	N/A	N/A
55 Gallon	N/A	N/A	N/A

- 4 Tractor Hydraulic Fluids- NIGP COMMODITY CODE: 405-51
Made available in the following sizes: 5 Gallon, 55 Gallon
Meeting the following specifications: Case Hy-Tran/TCH, Cat TO-2, JD 303/J20C, Ford-new Holland M2C134 A/B/C/D Massey M1141, Vickers M-2950-S, I-286-S, Universal Tractor fluid serving transmissions, final drives, oil immersed brakes and hydraulic systems

	Brand	Product No.	Price Per Unit
5 Gallon Steiner Hydraulic Oil	Spirax	S4TXM 26891	59.98
55 Gallon Lubriguard 303	Spirax	S4TXM 26892	422.71

ORIGINAL BID PRICING DO NOT USE
FOR ORDERING PURPOSES

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
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EXHIBIT "B"-BID PAGES

- 5 Differential/ Final Drive Gear Lubricants NIGP COMMODITY CODE: 405-57
Made available in the following sizes: 35# Pail, 120 Lb Keg, 400 Lb Drum

	Brand	Product No.	Price Per Unit
35# Pail	N/A	N/A	N/A
120 Lb Keg	N/A	N/A	N/A
400 Lb Drum Spirax	N/A	N/A	N/A

- 5A SAE 80W-90 Gear lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57
GL-5, GL-4, Mack GO-J, MIL-L-2105D, MIL-PRF-2105E

	Brand	Product No.	Price Per Unit
35# Pail	Spirax HD 80W-90	22425	62.17
120 Lb Keg	Spirax HD 80W-90	22424	228.73
400 Lb Drum	Spirax HD 80W-90	59210	681.55

- 5B SAE 85W-140 Gear lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57
GL-5, GL-4, Mack GO-J, MIL-L-2105D, MIL-PRF-2105E

	Brand	Product No.	Price Per Unit
35# Pail	Spirax HD 85W-140	59212	65.94
120 Lb Keg	Spirax HD 85W-140	59212	208.65
400 Lb Drum	Spirax HD 85W-140	59212	677.24

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Witnessed

- 5C SAE 75W-90 Synthetic Gear lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57
GL-5, MT-1, Mack GO-J

	Brand	Product No.	Price Per Unit
35# Pail	Spirax S6 AXRME 75W-90	26915	170.55
120 Lb Keg	Spirax S6 AXRME 75W-90	26914	514.17
400 Lb Drum Spirax	Spirax S6 AXRME 75W-90	26918	1755.52

- 5D SAE 50W Synthetic Transmission lubricant meeting the following specifications: - NIGP COMMODITY CODE: 405-57
MT-1 performance for Eaton, Mack, Meritor, Navistar

	Brand	Product No.	Price Per Unit
35# Pail	Spirax S6 GME 50W	26905	155.07
120 Lb Keg	Spirax S6 GME 50W	26903	495.54
400 Lb Drum	Spirax S6 GME 50W	26909	1,107.06

ORIGINAL BID PRICING DO NOT USE
FOR ORDERING PURPOSES

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
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- 5E. SAE50W Synthetic Transmission lubricant meeting the following specifications: NIGP COMMODITY CODE: 405-57
MT-1 performance for Eaton, Mack, Meritor, Navistar

	Brand	Product No.	Price Per Unit
35# Pail	N/A	N/A	N/A
120 Lb Keg	N/A	N/A	N/A
400 Lb Drum	N/A	N/A	N/A

- 5F. CAT-TO-4 SAE 30 Drive Train oil for Final Drives meeting the following specifications:
Allison, C4, C3, Cat TO-4, TO-2, SAE 30W NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
35# Pail	Spina S4CX30	22901	60.79
120 Lb Keg	N/A	N/A	N/A
400 Lb Drum CAT	Spina S4CX30W	226900	631.62

- 5G. CAT TO-4 SAE 50 Drive Train oil for Final Drives meeting the following specifications:
Allison, C4, C3, Cat TO-4, TO-2, SAE 50W NIGP COMMODITY CODE: 405-90

	Brand	Product No.	Price Per Unit
35# Pail	Spina S4CX50W	226906	60.48
120 Lb Keg	N/A	N/A	N/A
400 Lb Drum CAT	Spina S4CX50W	226907	628.15

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Witness

6. Hydraulic Lubricants in various viscosities made available in the following sizes: 5 Gallon, 55 Gallon
Meeting the following specifications: Denison HF-0, Vickers M-2950-S, I-286-S, TOST min 2000 hrs.
NIGP COMMODITY CODE: 405-51

- 6A. ISO 32 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon	Shell Hyd. SI M32	06004	41.22
55 Gallon	Shell Hyd. SI M32	06004	416.29

- 6B. ISO 46 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon	Shell Hyd. SI M46	05773	41.22
55 Gallon	Shell Hyd. SI M46	05773	416.29

- 6C. ISO 68 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon	Shell Hyd. SI M68	05776	41.22
55 Gallon	Shell Hyd. SI M68	05776	416.29

ORIGINAL BID PRICING DO NOT USE
FOR ORDERING PURPOSES

HIDALGO COUNTY

LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)

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EXHIBIT "B"-BID PAGES

6D ISO 100 NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon Quincy	Shell Tellus S2 M100	26698	\$55.22
55 Gallon	Shell Tellus S2 M100	26709	\$606.73

7 BRAKE and POWER Steering Fluids made available in the following sizes: Pint, Quarts, preferably in Gallons Meeting the following specifications: DOT3 for Brake Fluid/ Ford, GM, Chrysler for Power Steering

7A Brake Fluid NIGP COMMODITY CODE: 405-85

	Brand	Product No.	Price Per Unit
Pint	N/A		
Quart	N/A		
Gallon-Shell	N/A		

7B Power Steering Fluid NIGP COMMODITY CODE: 405-85

	Brand	Product No.	Price Per Unit
Pint	N/A		
Quart	N/A		
Gallon-Gunk	N/A		

8 Aeroshell Fluid 4 Fluid make available in the following sizes 1 Gallon, 55 Gallon NIGP COMMODITY CODE: 405-51

	Brand	Product No.	Price Per Unit
5 Gallon	N/A		
55 Gallon	N/A		

9 Chassis Grease made available in the following sizes: Case of 10 tubes, 35# Pail, 120# Keg, 55 Gallon Drums NIGP COMMODITY CODE: 405-24

9A Lithium Complex High Temp Grease meeting specifications: NIGP COMMODITY CODE: 405-24 NLGI-2, ASTM D4950 GC-LB, Suitable for wheel bearings, chassis, PTO, U-Joints, on & off Road Applications

	Brand	Product No.	Price Per Unit
Case 10	Shell Gadus	27558	\$24.72
35# Pail	Shell Gadus	26853	\$100.93
120 # Keg-Mystik	Shell Gadus	26854	\$283.99
55 Gallon	Shell Gadus	27637	\$988.28

9B Lithium Complex High Temp Grease w/ 3% moly meeting specifications: NIGP COMMODITY CODE: 405-24 NLGI-2, ASTM D4950 GC-LB, Suitable for wheel bearings, chassis, PTO, U-Joints, On & Off Road Applications

	Brand	Product No.	Price Per Unit
Case 10-CAT	Shell Gadus S3V460D2	27657	\$31.36
35# Pail	Shell Gadus S3V460D2	26858	\$129.74
120 # Keg-CAT	Shell Gadus S3V460D2	26859	\$353.49

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9:47

7-24-13
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FOR ORDERING PURPOSES

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
RFB № 2013-021-07-24-YZV
EXHIBIT "B"-BID PAGES

CLASS 060-AUTOMOTIVE & TRAILER EQUIPMENT & PARTS

10 Antifreeze made available in the following sizes: 1 Gallon, 55 Gallon

10A Ethylene Glycol Antifreeze meeting specifications for: NIGP COMMODITY CODE: 060-03
ASTM D3306 for automotive / ASTM D 4985 for Heavy Duty Diesel

	Brand	Product No.	Price Per Unit
1 Gallon	Shellzone AFK500	7DL6021	\$38.82
55Gallon-Shell Zone	PARSO/50	SSPARSO	\$276.34

10B Extended Life Antifreeze/ Coolant meeting specifications for: NIGP COMMODITY CODE: 060-03
CAT EC-1, TMC RP 329, TMC RP 338, Matching Caterpillar Extended Life Coolant, Detroit Diesel

	Brand	Product No.	Price Per Unit
1 Gallon	Potella ELC	06021	\$51.43
55 Gallon	PAR EX LIFE 50SD	SSPAR EXT LIFE	\$374.32

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7-24-13

Witnessed

10C Volvo Antifreeze - Coolant VCS NIGP COMMODITY CODE: 060-03

	Brand	Product No.	Price Per Unit
1 Gallon	N/A		
55 Gallon	N/A		

CLASS 075 - AUTOMOTIVE SHOP AND RELATED EQUIPMENT & SUPPLIES

11 Shop Chemicals and Products made available in various sizes

11A Aerosol Brake Cleaner NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit
	N/A		

11B Aerosol Engine Degreaser NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit
	N/A		

11C Aerosol Starting Fluid-Spray Can NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit
	N/A		

11D Aerosol Penetrating Oil - WD 40 NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit
	N/A		

11E Oil Absorbent - Absorb & Dry NIGP COMMODITY CODE: 075-66

	Brand	Product No.	Price Per Unit
	Absorb & Dry	9049	\$6.12

ORIGINAL BID PRICING DO NOT USE
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HIDALGO COUNTY

LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)

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EXHIBIT "B"-BID PAGES

CLASS 405-FUEL, OIL, GREASE & LUBRICANTS

12A	Gasoline Fuel Additive – Seafoam	NIGP COMMODITY CODE: 405-07		
	Brand	Product No.	Price Per Unit	
	N/A	N/A	N/A	
12B	Diesel Fuel Additives	NIGP COMMODITY CODE: 405-07		
	Brand	Product No.	Price Per Unit	
	N/A	N/A	N/A	
12C	Engine Oil Additive	NIGP COMMODITY CODE: 405-38		
	Brand	Product No.	Price Per Unit	
	N/A	N/A	N/A	
12D	Aerosol Lubricant	NIGP COMMODITY CODE: 405-27		
	Brand	Product No.	Price Per Unit	
	N/A	N/A	N/A	
12E	Easy Slide RB-9512 Dryfilm Lubricant – Lube-A-Boom	NIGP COMMODITY CODE: 405-66		
	Brand	Product No.	Price Per Unit	
	N/A	N/A	N/A	

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Witnessed

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CLASS 630 - PAINT, PROTECTIVE COATINGS,
VARNISH, WALLPAPER, AND RELATED PRODUCTS

- 13 Mineral Spirits made available in the following sizes: 5 Gallon, 55 Gallon NIGP COMMODITY CODE: 630-90
- 13A Mineral Spirits meeting specifications for:
Naptha, Parts Cleaner

	Brand	Product No.	Price Per Unit
5 Gallon	Mineral Spirits	3564	32.22
55 Gallon	Mineral Spirits	5564	317.29

HIDALGO COUNTY
LUBRICANTS (GREASE, OIL, HYDRAULIC FLUIDS AND ANTIFREEZE PRODUCTS)
RFB № 2013-021-07-24-YZV
EXHIBIT "B"-BID PAGES

BIDDER'S INFORMATION

BIDDER/COMPANY NAME: Oil Patch Fuel & Supply, Inc.
ADDRESS: 4004 N. Cage Blvd.
CITY/STATE/ZIP CODE: Pharr, Tx. 78577
TELEPHONE NUMBER: 956-781-9047
E-MAIL ADDRESS: veronica.jmtz@att.net
CELLULAR NUMBERS: 956-455-3331 / 956-781-9047
FAX NUMBER: 956-781-9874
AUTHORIZED SIGNATURE: Veronica Martinez
PRINTED NAME: Veronica Martinez
TITLE: Branch Manager
DATE: 7/24/13

**EXHIBIT “C”
CERTIFICATE OF INSURANCE**



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 9/9/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CCIM, Inc dba Capitol City Ins and The Insurance Store 8030 N Mopac Austin TX 78759		CONTACT NAME: Christa Moeller PHONE (A/C, H/A, Ext.): (512) 343-0280 FAX (A/C, H/A): (512) 343-0352 E-MAIL ADDRESS: christam@ccinsurance.com	
INSURED Oil Patch Fuel & Supply, Inc. 1905 Bayou Court Brownsville TX 78526		INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster INSURER B: Texas Mutual Insurance Company 22945 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL139909971

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						
	☒ COMMERCIAL GENERAL LIABILITY			5068714086- QUOTE	9/14/2013	9/14/2014	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADY INJURY \$ 1,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY						
	☒ ANY AUTO			5068714086- QUOTE	9/14/2013	9/14/2014	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
	☒ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☒ HIRED AUTOS	☒ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☒ MCS-90	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
		☒ CA8948 Pollution					Uninsured motorist combined \$ 100,000
A	UMBRELLA LIAB						
	☒ EXCESS LIAB			5237066583- QUOTE	9/14/2013	9/14/2014	EACH OCCURRENCE \$ 4,000,000
		☒ CLAIMS-MADE					AGGREGATE \$ 4,000,000
	☒ DED ☒ RETENTION \$ 10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A	TSTF0001162184- QUOTE	9/14/2013	9/14/2014	☒ WC STATUTORY LIMITS ☐ OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

(956) 318-2629

 Hidalgo County Purchasing Dept
 2812 S. Business Hwy 281
 Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dwayne Baker/CHRSTA

ACORD 25 (2010/05)

INS025 (201005).01

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