



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

MEMORANDUM
 (Approval of Specifications)

To: Norma Longoria, Director
 Hidalgo County WIC Program

ATTN: Mague Gonzalez, Admin.Assist. II via email: mague.gonzalez@wic.co.hidalgo.tx.us

From: Heidi Ortiz, Buyer III
 Hidalgo County Purchasing Dept.

Date: September 10, 2015

Re: RFB No. 2015-321-00-00-HGO-Approval of Specifications for Hidalgo County WIC Program-
 "Medical Supplies"

Please review the following SPECIFICATIONS and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If the modified specifications are NOT met, make any and all additional modifications necessary and return the revised copy to purchasing department.

If you have any questions, please call me at (956) 318-2626 ext# 4877.

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

FUNDS AVAILABILITY: YES / NO / Other

(Specify) *added 2 year period with option to extend for 1 year*

BUDGET ACCOUNT #: *5.1292.441.00.350.001.6.610*

Due to grant funding contract must be on a yearly basis.

<i>Norma L Longoria</i>	<i>Norma L. Longoria</i>	<i>WIC</i>	<i>9-11-15</i>
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: heidi.ortiz@co.hidalgo.tx.us by no later than, September 15, 2015, @ 10:00 a.m.

Enclosures

EXHIBIT "A"
 HIDALGO COUNTY WIC PROGRAM
 "MEDICAL SUPPLIES"
 BID NO. 2015-321-00-00-HGO

SCOPE OF SERVICES:

The County of Hidalgo is requesting bids from qualified vendors to furnish Medical Supplies to Hidalgo County WIC Program in accordance with specifications/requirements specified herein and including, but not limited to, the following:

SPECIFICATIONS:

- 1) Providing original manufacturer items.
- 2) All items will be on an "As-Needed Basis only" there is no guaranteed annual volume.
- 3) Stock the necessary material in order to be able to provide any item within 24 hours, as an Emergency.
- 4) All products must be packaged in a manner that will afford reasonable protection against moisture and contamination at all times. Items must be furnished in manufacturer's original unopened package or container.

REQUIREMENTS:

- 1) SAMPLES OF ALL ITEMS MUST BE SUBMITTED WITH BID and with Company's information and instructions for the return of samples, once examination of items has been completed.
- 2) Required delivery time shall be within (5) day's maximum from the date order is placed.
- 3) Bidder must have been in business for at least two years.
- 4) Unit prices quoted shall remain firm for the period of the contract and shall include the cost of shipping and delivery of all items to the designated FOB point and must include any and all cost in the delivered unit price.
- 5) Bidder shall submit with bid, two (2) copies of their catalog(s) indicating the full line of medical supplies they intend to supply throughout the term of the contract.

Products and Estimated Annual Usage from prior contracts:

	Description of Products	Quantity
1	Sterile Surgilance -One Step Lancets (sterile) 1.8 mm Puncture Depth-0.50 mm Puncture Width	1050
2	Band-Aids - Sterile (¾ x 3)	1600
3	Alcohol Preps	1100
4	Sharps Containers (14 Qt. Size)	290
5	Vinyl Exam Gloves - Small (powder free-non sterile)	1500
6	Vinyl Exam Gloves- Medium (powder free-non sterile)	5000
7	Vinyl Exam Gloves- Large (powder free-non sterile)	600
8	Alasta Nitrile Gloves- Large (powder free-non sterile)	600
9	Cotton Glove Liners (12 per bag)	100
10	Gauze (2x2- non sterile)	3200
11	Alcohol (16 oz.)	160
12	Menu Tissue Paper (12x12) (sheet headrest without slit)	1000
13	Cotton tipped applicators (6"- non sterile)	500

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RETURN OR CREDIT ON MERCHANDISE:

Items meeting the following criteria shall be exchangeable or creditable at the contracted price.

- 1) Trademarked or Non-Trademarked items in original unopened package in accordance with Bidder(s) return goods policy.
- 2) Any products that arouse questionable physical properties. The County reserves the right to return such product to the Contractor for credit or immediate replacement. Return of such products shall not require prior notification to the Contractor

TERMS & CONDITIONS:

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- 1) Term of contract is for ~~one (1)~~ year period with County's option to extend the contract for an additional one (1) year under the same rates, terms and conditions
 - 2) County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.
 - 3) County will seek purchases from state awarded vendors whenever it is, its best interest to do so.
 - 4) After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
 - 5) Hidalgo County reserves the right to award to one (1) or to multiple vendors if the County determines it is in its best interest to do so.
 - 6) Any contract awarded to a successful bidder will be in effect until;
 - A.) The contract expires
 - B.) Delivery acceptance of products and/or performance of services ordered, or
 - C.) Terminated by County with thirty (30) days written notice prior to be cancellation.
 - 7) Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Hidalgo County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Hidalgo County shall act as sole judge in determining equality and acceptability of products offered.
 - 8) Hidalgo County reserves the right to add or delete items during the term of the contract under the same, terms and conditions.

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- 9) Insurance requirements for this project to be maintained through out the contract term (Refer to Exhibit "C" for limits)
- 10) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
- 11) Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities or to accept the bid considered the best and most advantageous to the County.
- 12) Bidder(s) agree that to the extent an item(s) is unavailable from Bidder(s) own inventory, Bidder(s) will be responsible for locating an alternative supplier and for providing the product or service to Hidalgo County.
- 13) Hidalgo County reserves the right to evaluate items listed in this RFB based upon criteria that is common among the items. For example, one bidder might offer sterile gloves that contain 100 per box in lieu of the desired 50 per box. Another bidder might be 25 per box. Hidalgo County may then evaluate the two (2) bids on a cost per glove basis. If a different packaging is offered, it must be stated. Otherwise the bidder must furnish that which is requested.
- 14) Bid prices quoted shall remain firm for the period of the contract and shall include the cost of shipping and delivery of all items to the designated FOB point.
- 15.) **All costs and expenses associated with the preparation and submission of bid, 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.**

ADDITIONAL INFORMATION:

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

All written inquires will be accepted via email to Heidi.ortiz@co.hidalgo.tx.us no later than, Wednesday, Month 00, 2015 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via email by no later than Friday, Month 00, 2015 by 5:00 p.m.

Zimbra: Inbox (3)

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Norma Longoria

Mail
Address Book
Calendar
Tasks
Briefcase
Preferences

Reply Reply to All Forward Delete Spam Actions

Folders	From	Subject
Inbox (3) Inbox (2506) Sent	Frances Irwin Heidi Ortiz Medscape Surveys	2015 Annual TALWD Conference RFB No.: 2015-321-00-00-HGO - Medical Supplies - WIC Proc Reminder - Earn 60 dollars for participation in ...