



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:** Daniel Flores,  
Hidalgo County Facilities Management

**From:** Heidi Garcia Ortiz, Buyer III  
Hidalgo County Purchasing Department

**Date:** September 16, 2015

**Re:** Approval or Disapproval of Specifications for: RFB NO.: -2015-323-00-00-HGO - Hidalgo County (all funding sources, program & entities) -"Mailing Services"

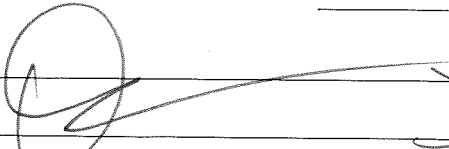
Please review the following **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specification is **NOT** met, make any and all modifications necessary and **return** the revised copy to the designated Buyer in the Purchasing Department, no later, September 21, 2015, by 4:00 P.M. If you have any questions, please call me at (956) 318-2626 ext# 4877.

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

FUNDS AVAILABILITY:  YES /  NO /  Other

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

BUDGET ACCOUNT #: 5-1100-419-40-220-010-780

	Daniel Flores	220	10/9/15
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 OR EMAIL TO : [heidi.ortiz@co.hidalgo.tx.us](mailto:heidi.ortiz@co.hidalgo.tx.us)**

Enclosures

EXHIBIT "A"  
HIDALGO COUNTY  
(all funding sources, programs & entities)  
"MAILING SERVICES"  
BID NO. 2015-323-00-00-HGO

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The Hidalgo County Purchasing Department is seeking bids from qualified vendors to provide services in accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. These services will be on an "As Needed Basis".

**The Following are the Minimum Specifications for "Mailing Services" for Hidalgo County (all funding sources, programs & entities):**

1. There will be a daily pick up, bar coding, sorting and delivery (**postage excluded**) of **all** qualifying U.S. Mail (packages, flats, letters, post cards, etc.), including UPS, Federal Express, Lone Star Overnight, non-freight packages, etc. (at no additional cost), with **no minimum daily quantity, and on an "as needed basis"**.
2. The postage of all mail will continue to be processed by the Central Mail Room. The standard operating procedures for both the Hidalgo County Courthouse and Administration Building to date; has been that the Facilities Management personnel picks up the departments outgoing mail on a daily basis and delivers it to the Central Mail Room, where it is stamped. Vendor shall inform the Central Mail Room personnel of any special mail rates (i.e., postcards, over-night packages, etc.) to ensure that all reduced rates that the vendor receives are passed onto Hidalgo County.
3. Mailing Service shall be by an **insured and bonded carrier**. All mail will be picked up and delivered on **all** government operating days; on a set daily pick-up and delivery time (schedule). The departments opting to receive this mail pick up service shall coordinate with service provider. Once a schedule is agreed upon, there shall be no deviations in the routine without the departments' prior consent.
4. Mail will be picked up from the Central Mail Room located at the Hidalgo County Courthouse in Edinburg **and all** of the opting Hidalgo County departments and programs (i.e., satellite locations, WIC Offices, Precinct Offices, CSA, and Head-Start sites, etc) requesting mailing services, on an **"as needed basis"**.
5. The mail will be processed and delivered as applicable (i.e., 1<sup>st</sup> class, standard mail, 3<sup>rd</sup> Class, international, parcel post, priority mail, express mail and USPS bulk rate drop) to the post office location which is most advantageous to Hidalgo County (either the Edinburg or McAllen Post Office) on the same day the mail is picked up.
6. The awarded bidder shall submit to Hidalgo County a detailed monthly invoice of daily mailing services.
7. The awarded bidder shall sort all bar code:
  - a) All qualifying envelopes and flats, from one (1) ounce to one (1) pound;
  - b) Post Cards (at a special mailing rate of defray the bar coding cost); and
  - c) Packages exceeding one (1) pound.

EXHIBIT "A"  
HIDALGO COUNTY  
(all funding sources, programs & entities)  
"MAILING SERVICES"  
BID NO. 2015-323-00-00-HGO

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**ADDITIONAL INFORMATION:**

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding the RFB's be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

**ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA E-MAIL to heidi.ortiz@co.hidalgo.tx.us , BY NO LATER THAN 5:00 P.M. on Month 00, 2015, to (956) 318-2629. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by Month 00, 2015.**