



# Hidalgo County Purchasing Department

2812 S. Business Highway 281  
New Administration Building  
Edinburg, Texas 78539  
(956) 318-2626/ Fax: (956) 292-7612

## MEMORANDUM

(Approval of Specifications)

**To:** Hon. Joseph Palacios, Commissioner  
Hidalgo County Precinct No. 4

**ATTN:** Maria Lucio

**From:** Sandy Montalvo, Buyer II  
Hidalgo County Purchasing Dept.

**Date:** May 23, 2016

**Re:** Bid No. 2016-233-00-00-SMA-Approval of Specifications for Hidalgo County Precinct No. 4- "Hauling Serivces for all Road Materials (Excluding Hot Mix)"

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# 4865.

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

FUNDS AVAILABILITY:  YES /  NO/  Other

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

BUDGET ACCOUNT #: 6-1200-431-00-124-007-0-610

	Maria D. Lucio	Precinct 4	5/31/16
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us) by no later than, **May 31, 2016, @ 10:00 a.m.****

Enclosures

**Zimbra**

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**Re: HIDALGO COUNTY PCT 4-HAULING SVCS OF ALL RD MATERIALS  
(EXCLUDING HOT MIX)**

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**From :** Maria Lucio  
<maria.lucio@co.hidalgo.tx.us>

Tue, May 31, 2016 04:58 PM

 1 attachment

**Subject :** Re: HIDALGO COUNTY PCT  
4-HAULING SVCS OF ALL RD  
MATERIALS (EXCLUDING HOT MIX)

**To :** Sandra Montalvo  
<sandra.montalvo@co.hidalgo.tx.us>

**Cc :** Jesus Ozuna  
<jesus.ozuna@co.hidalgo.tx.us>,  
roman rodriguez  
<roman.rodriguez@co.hidalgo.tx.us>

Good Afternoon Sandra,

As requested please see attached, thank you!

Respectfully,

Lulu Lucio, CPM  
Executive Assistant  
Hidalgo County Precinct #4  
Ph: 956- 292-7000 Ext. 4026  
Fax:956-381-5905  
maria.lucio@co.hidalgo.tx.us

----- Original Message -----

From: "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>  
To: "Maria Lucio" <maria.lucio@co.hidalgo.tx.us>, "Jesus Ozuna"  
<jesus.ozuna@co.hidalgo.tx.us>  
Sent: Tuesday, May 31, 2016 3:14:23 PM  
Subject: Re: HIDALGO COUNTY PCT 4-HAULING SVCS OF ALL RD  
MATERIALS (EXCLUDING HOT MIX)

Good Afternoon Ms. Lulu

What is the status of current specifications, bid page previously emailed?  
Please advise!

----- Original Message -----

From: "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>

To: "Maria Lucio" <maria.lucio@co.hidalgo.tx.us>, "Jesus Ozuna"  
<jesus.ozuna@co.hidalgo.tx.us>

Sent: Monday, May 23, 2016 5:38:30 PM

Subject: HIDALGO COUNTY PCT 4-HAULING SVCS OF ALL RD MATERIALS  
(EXCLUDING HOT MIX)

Good Afternoon Ms Lulu,

Please review carefully MEMO/DRAFT SPECS/BID PAGE (attached hereto) and either submit your modifications and/or approval or disapproval by no later than TUESDAY, MAY 31, 2016, 10 AM in order to proceed with the procurement process on a timely manner in connection to: RFB Project# 2016-233-00-00-SMA for: HAULING SERVICES OF ALL ROAD MATERIALS (EXCLUDING HOT MIX) for HIDALGO COUNTY PCT 4.

Your prompt attention to this important matter is greatly appreciated.

Thank you,

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

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**20160531165047090.pdf**  
239 KB

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**Bid No: 2016-233-00-00-SMA**

**Buyer : Sandra Montalvo**

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

# **REQUEST FOR BIDS**

**HIDALGO COUNTY PRECINCT NO. 4**

***“Hauling Services for all Road Materials (excluding Hot Mix)”***

**BID OPENING DATE: June 00, 2016**

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building  
Mailing/Postal Address: 2812 S. Business Hwy. 281  
Edinburg, Texas 78539  
956 318-2626



Form HCPD-03

- 1) Sealed bids will be received for Hidalgo County Precinct No. 4-“Hauling Services for all Road Materials (excluding Hot Mix)” 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 and or/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 No.: 2016-233-00-00-SMA- Hidalgo County Precinct No. 4-“Hauling Services for all Road Materials (excluding Hot Mix)” and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas, **on or before 9:30 A.M, WEDNESDAY, June 00, 2016. 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 RFB No.: 2016-233-00-00-SMA- Hidalgo County Precinct No. 4-“Hauling Services for all Road Materials (excluding Hot Mix)”** Hidalgo County reserves the right to refuse and reject any/all bids and to waive any/all formalities or technicalities, or to accept the bids considered the best and most advantageous to Hidalgo County.
- 3) Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so.”
- 4) The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.
- 5) For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
- 6) Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
- 7) No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.
- 8) Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
- 9) Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

- 10) County reserves the right to accept or reject any or all Bids.
- 11) Costs are to be net F.O.B., County Prepaid.
- 12) County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
- 13) Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
- 14) Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
- 15) **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:
    - 1) Name and address of successful bidder
    - 2) Name and address of receiving department or official
    - 3) Purchase Order Number (if any)
    - 4) Notation-[Hidalgo County Precinct No. 4-“Hauling Services for all Road Materials \(excluding Hot Mix\)”](#)
    - 5) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
    - 6) Contract number must be indicated on all invoices
  - Discount payments will be considered when offered.
  - Contact person for Billing and Payment questions:  
Hidalgo County Auditor's Office  
2808 S. Business Hwy 281  
Edinburg, Tx 78539  
(956) 318-2511

17) **SCHEDULE OF EVENTS**

<b>Bid Opening, 9:30 A.M.</b>	<b>Month 00, 2016</b>
Award of Contract	, 2016
Commence Work or Deliver Products	, 2016

18) **BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT (IF APPLICABLE):**

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

19) **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

**NOTICE:**

**ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.**

**20) DISCLOSURE OF CONFLICT OF INTEREST**

Effective January 1, 2016, 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-1](#), 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.

**Completed Form CIQ must be submitted to the Hidalgo County Clerk’s Office located at 100 N. Clossner, Edinburg, Texas 78539 - Hidalgo County Courthouse.**

**COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT. (WHEN APPLICABLE BY STATUTE). QUESTIONS REGARDING COMPLIANCE SHOULD BE DIRECTED TO YOUR LEGAL COUNSEL.**

**21) CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)**

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFB packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the **RFB Project No. (2016-233)**, as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to: [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us), Hidalgo County cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed and notarized may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

**<https://www.ethics.state.tx.us/tec/1295-Info.htm>**

**THE AWARDED VENDOR WILL HAVE THIRTY (30) DAYS TO SUBMIT THE SIGNED NOTARIZED FORM 1295. HIDALGO COUNTY CANNOT ENTER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.**

**FORM CIS (LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT will be included in packet as Exhibit "D-2". This is to inform all prospective Vendors of the new statute (HB 23), becoming effective on September 01, 2015.**

**FORM CIS IS THE SOLE RESPONSIBILITY OF HIDALGO COUNTY. Should you have any questions regarding HB23, (form CIS) please direct yourself and/or consult with your Legal Counsel.**

- 22) 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 the County.
- 23) Bids, and all goods and services provided hereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
- 24) 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.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.

- 29) Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

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.
- 31) Respondents must provide all documentation requested with this (RFB), Request for Bid, in their response (except for the CIQ form if NON-APPLICABLE). Failure to provide this information may result in rejection of the RFB as nonconforming.

Bid  
for

*Hidalgo County Precinct No. 4*  
*“Hauling Services for all Road Materials (excluding Hot Mix)”*

To: Martha L. Salazar, CPPB, Purchasing Agent  
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building  
Mailing/Postal Address: 2812 S. Business Hwy. 281  
Edinburg, Texas 78539

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

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

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

Respectfully submitted,

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

**EXHIBIT “A”**  
**Specifications/Requirements**  
**HIDALGO COUNTY PRECINCT No. 4**  
***“Hauling Services for All Road Materials (Excluding Hot Mix)”***  
**Bid No. 2016-233-00-00-SMA**

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**SCOPE OF SERVICES:**

Hidalgo County is soliciting competitive sealed bids for the service of Hauling and delivery of various road materials from awarded vendor pits identified herein to sites situated and located within Hidalgo County Precinct No. 4. ***This bid excludes hauling of Hot-Mix.*** All hauling services will be on an “As Needed Basis” by the Precinct. The County reserves the right to utilize its own trucks and drivers at the discretion of Precinct No. 4; throughout the duration of the contract.

**SPECIFICATIONS/REQUIREMENTS:**

The specifications/requirements goods contract will encompass hauling of all road materials from awarded vendor pits identified herein to sites situated and located within Hidalgo County Precinct No. 4, in accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation.

- 1) All hauling and delivery of road material will be on an “As Needed Basis” only. There is no guaranteed annual volume.
- 2) Road material will be hauled from awarded vendor’s “pit” locations.
- 3) Hidalgo County Precinct No. 4 is requesting a minimum of seven (7) hauling trailers and three (3) to five (5) hauling tandem trucks, to be available. Including five (5) trucks to be vendor owned.
- 4) The bidder must provide proof of ownership (copy of titles) and must furnish proof of possessing all necessary licenses and hauling permits.
- 5) Attached you will find a request for Truck and driver information in **EXHIBIT “B”, ATTACHEMENTS B-1 & B-2**, **Copies of the mentioned documentations must be submitted with your bid packet.**
- 6) Trucks should be available at the discretion of Precinct No. 4 and will be on an “As Needed Basis”.
- 7) Trucks must have a capacity of carrying a minimum of twenty-two (22) tons per load.
- 8) The successful bidder agrees to abide by all applicable state laws, regulations and be in compliance with all OSHA and TXDOT’s regulations and requirements.
- 9) Bidder will provide all labor, machinery and equipment, tools and materials required to render services.
- 10) **Insurance Certificates as per EXHIBIT-“C” must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder(s).**
- 11) Bid will be based on low bid per ton basis as listed on bid page form.

**ROAD MATERIALS TO BE HAULED:**

- Crushed Caliche
- Pit-Run Caliche

**LOCATIONS OF CURRENT PITS AND PLANTS ARE AS FOLLOVED:**

Listed vendors are subject to be changed upon material contract expiration.

**A. Crushed Caliche:**

VENDOR	PIT	LOCATION
1) Martin Marietta Materials	<b>Jericho Pit</b>	From Intersection FM 1017 and FM 3250- go 2 mi. So.on 3250 -Linn, TX.
2) Frontera Materials	<b>490 Pit</b>	4.5 mi E of US 281 to FM 490 go W. approx. 6 mi. to pit.
	<b>Reavis Pit</b>	Approx. 4 mi N. of US 83 on FM 2221 go S. approx. 4 mi to pit- La Joya, TX

**B. Pit- Run Caliche:**

VENDOR	PIT	LOCATION
2.) Roy’s Hauling Service, Inc.	<b>Big 5 Pit</b>	4 miles N. of FM 1925 on Bid 5 Road
3.) Roy’s Hauling Service, Inc.	<b>Pit 3-San Manuel</b>	3 miles W. of US 281 on FM 1017 to FM 3250 go 1 mi So on FM 3250, pit located on West side.

**TERMS AND CONDITIONS:**

- 1.)The term of the requirements contract will be for a one (1) year period. Hidalgo County reserves the right to extend the contract for an additional one (1) year, under agreement with the same rates, terms and conditions. Hidalgo County reserves the right to award the bid to ONE or to MULTIPLE bidders if the County determines it is in its best interest to do so.
- 2.) Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for the next contract term.
- 3.) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
- 4.) Hidalgo County reserves the right to award the lowest qualified bid on a lump sum basis to one bidder or to multiple bidders if the County determines it is in its best interest to do so.
- 5.) After Bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost of such item.
- 6.) Hidalgo County reserves the right to add or delete items during the term of the contract under the same rates and conditions.

- 7.) Any contract awarded to a successful bidder will be in effect until:
  - The contract expires.
  - Terminated by County with thirty (30) days written notice.
- 8.) **Insurance requirements for this project to be maintained through out the contract term** (refer to Exhibit “C” for limits).
- 9.) Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.
- 10.) 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 at no cost to the County.
- 11.) Have been in business for at least two years.
- 12.) The bidder awarded the contract shall not engage the services of a subcontractor without prior written consent of Hidalgo County. When requesting written consent from Hidalgo County to retain a contractor to perform services hereunder the successful bidder must present evidence and submit to the County that the successful bidder and the proposed subcontractor possess all necessary licenses and permits to perform the services described herein and that the successful bidder and the proposed subcontractor have obtained and submitted the required insurance coverage and policies as required by Hidalgo County.
- 13.) The successful bidder shall not deliver products or provide services without a Hidalgo County purchase order, signed by an authorized agent of the Hidalgo County Purchasing Department.

## **MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS:**

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

### **1.) 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.

- 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.
- 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.
- The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
- No price escalation will be authorized in excess of the amount of the increase referred to in the supplier’s notice.

- 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.

2.) **Price Reduction:**

Vendor shall notify the County at the time when the Vendor's cost for 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.

3.) **Timeframe 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 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.

4.) **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.

5.) **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.

**ADDITIONAL INFORMATION:**

- 1.) Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, 2802 S. Bus. Hwy. 281, Edinburg, Tx 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, 00, 2016 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than Friday, 00, 2016 by 5:00 P.M.**

- 2.) All cost and expenses associated with the preparation and submission of (bids, proposals, statements of qualifications (RFQ) and quotes shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

Zimbra

leticia.saenz@co.hidalgo.tx.us


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**RE: Review & Approve as to form-"Draft"-Procurement Process-C-16-233-00-00-Hauling Services of All Rd Materials (Excluding Hot Mix)-Pct 4**

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**From :** Steve Crain <scrain@atlashall.com>

Wed, Jun 01, 2016 01:40 PM

**Subject :** RE: Review & Approve as to form-"Draft"-Procurement Process-C-16-233-00-00-Hauling Services of All Rd Materials (Excluding Hot Mix)-Pct 4  1 attachment**To :** 'Leticia H. Saenz' <leticia.saenz@co.hidalgo.tx.us>**The draft agreement is OK.**

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**From:** Leticia H. Saenz [mailto:leticia.saenz@co.hidalgo.tx.us]**Sent:** Wednesday, June 01, 2016 1:31 PM**To:** Steve Crain <scrain@atlashall.com>**Cc:** Marynel Trevino <mntrevino@atlashall.com>; Sandra Montalvo <sandra.montalvo@co.hidalgo.tx.us>; Martha Salazar <martha.salazar@co.hidalgo.tx.us>; Elena Gomez <elena.gomez@co.hidalgo.tx.us>**Subject:** Review & Approve as to form-"Draft"-Procurement Process-C-16-233-00-00-Hauling Services of All Rd Materials (Excluding Hot Mix)-Pct 4

Good afternoon, Mr. Crain-

Please review and approve as to form "**draft**" agreement (attached hereto) for the purposes of the procurement process for: "**Hauling Services of ALL Road Materials**" [Excluding Hot Mix] (on an as needed basis) for **Precinct #4**.

Please advise.

Respectfully,

**Leticia H. Saenz, CPPB/Contracts Manager**Hidalgo County Purchasing Department  
2812 South Business Highway 281  
Edinburg, Texas 78539

P(956) 318-2626 F(956) 318-2629

Email: [leticia.saenz@co.hidalgo.tx.us](mailto:leticia.saenz@co.hidalgo.tx.us) ...DON'T WORRY...BE HAPPY... **image001.gif**  
345 B

THE STATE OF TEXAS     §  
  §  
COUNTY OF HIDALGO     §

**SERVICE CONTRACT**  
**C-16-233-00-00**

**THIS CONTRACT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, **2016** by and between the **County of Hidalgo, Texas** ("County") and \_\_\_\_\_ ("Company").

**WHEREAS**, Company responded to notices for Request for Sealed Bids (RFB) for **"Hauling Services of All Road Materials" [Excluding Hot Mix] (on an as needed basis)** (the "Services"); and

**WHEREAS**, Company submitted a sealed quote to provide services in accordance with Exhibit "A" Request for Sealed Bids (RFB) Procurement Packet attached hereto respectively, and incorporated herein for all purposes of (the "RFB"); and;

**WHEREAS**, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications within Exhibit "A" Request for Sealed Bids (RFB) Procurement Packet, the Commissioners Court of County awarded the sealed quote to Company.

**NOW, THEREFORE**, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the services in accordance with the specifications contained in Exhibit "A" Request for Sealed Bids (RFB) Procurement Packet within

**Hidalgo County** following a request for Services by the **Hidalgo County Precinct No. 4**. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **one (1) year (on an as needed basis)**, commencing on \_\_\_\_\_, **2016** and expiring on \_\_\_\_\_, **2017** and may be extended at the sole discretion of the County for an additional one (1) year term under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this sealed quote for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written

invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the 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.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: County of Hidalgo  
Attn: County Judge  
302 West University Drive  
Edinburg, Texas 78539

If to Company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

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

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

17. **Commitment of Current Revenues Only.** In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County 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 County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

18. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

19. **Immunities.** Nothing in this Agreement is intended to and County does not hereby waive, release or relinquish any right to assert any of the defenses County enjoys by virtue of the state or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to County as to any claim or action of any person, entity, or individual against County.

**WITNESS** our hands in duplicate originals this \_\_\_\_ day of \_\_\_\_\_, 2016.

*Approved by Commissioner's Court:* \_\_\_\_\_, 2016.

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

By: \_\_\_\_\_  
Stephen L. Crain, Attorney

**COUNTY OF HIDALGO**

**ATTEST:**

By: \_\_\_\_\_  
Ramon Garcia, County Judge

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

**COMPANY:**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

# **EXHIBIT "A"**

REQUEST FOR SEALED BIDS (RFB) PROCUREMENT PACKET

DRAFT

**EXHIBIT "B"**  
VENDOR'S BID PRICE

DRAFT

**EXHIBIT "C"**  
INSURANCE REQUIREMENTS

DRAFT