



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:** J.E. "Eddie Guerra", Sheriff  
 Hidalgo County Sheriff's Office

**ATTN:** Juan Tapia, Procurement Specialist      Via email: [juan.tapia@hidalgoso.org](mailto:juan.tapia@hidalgoso.org)

**FROM:** Sandy Suarez, Buyer II  
 Hidalgo County Purchasing Department

**DATE:** January 17, 2017

**RE:** Approval of Specifications for: RFB No.: 2017-039-SGS-HIDALGO COUNTY SHERIFF'S OFFICE- "Repair-Installation & Removal of Communication & Radio Tower & Miscellaneous Equipment"

Please review the following SPECIFICATIONS and indicate if they meet all your requirements by selecting APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS and signing below. If your answer is DISAPPROVE, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4860.

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

FUNDS AVAILABILITY: \_\_\_\_\_ YES / \_\_\_\_\_ NO/ \_\_\_\_\_ Other

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

**BUDGET ACCOUNT #:** \_\_\_\_\_  
 \_\_\_\_\_

AUTHORIZED SIGNATURE	PRINT NAME	DEPARTMENT	DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) by no later than Monday, January 23, 2017 @ 5:00 P.M.**

Enclosures

**EXHIBIT A**  
**Hidalgo County Sheriff's Office**  
**"Repair-Installation & Removal of Communication &**  
**Radio Tower Misc. Equipment"**  
**BID NO.: 2017-039-00-00-SGS**

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**Project Overview:**

The Hidalgo County Sheriff's Office is seeking to contract with a qualified bidder to conduct all "Repair - Installation & Removal of Communication & Radio Tower Misc. Equipment" on an "As Needed Basis" including, but not limited too the following:

**SPECIFICATIONS/REQUIREMENTS:**

1. The bid contract will be for the repairs, installation & removal of Communications & Radio Tower miscellaneous equipment that is currently installed or will be installed in the Communications department or Tower sites. This bid contract will include, but is not limited too the following:
  - Programming of frequency and software,
  - Repairs, installation and removal to base radio consoles, Tower site repeaters or equipment,
  - Portable radios
  - Specialty surveillance equipment.
2. Bidder must be able to refurbish and/or repair any and all non-working radios and miscellaneous equipment unless equipment is beyond repair.
3. All services performed & parts must be guaranteed.
4. Bidder(s) must also be able to conduct installations, repairs and removals at the Sheriff's Office or Tower sites on an "Emergency Basis". If the vendor charges a service call for this request, the vendor must include the cost of that service call. (?) Response time for Emergencies should be within **three (3) hours**.
5. Bidder(s) must use only certified service technicians in performing installations, repairs and removals.
6. **All prices** for repairs, installation, removals and programming will be on an hourly time basis and shall include consideration for labor, plus parts percentage mark up; (if applicable). **Any and all additional fees should be included in bid price.** (Exhibit "B").
7. Hourly rate will commence upon arrival at the Communications Department and/or Tower site location as requested by Hidalgo County.
8. Bidder shall have been in business (in this field) for a minimum of five (5) years.
9. A list of a minimum of five (5) current referenced/contracts for state, local political subdivision, private sector or any other law enforcement agency must be submitted with your bid. Information should include, but not limited to the following:

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- Company
- Contact person
- Phone number
- Work preformed
- Contract term

10. Bidder must have a service facility located in Hidalgo County to complete work specified. Facility must have ample space to store property being removed and/or installed and the ability to track and document the stored property.
11. Bidder must have the proposed facility insured for losses resulting in theft, fire, employee negligence or hazardous weather conditions.
12. Bidder(s) submitting bids are welcome to make arrangements with the Purchasing Department to set up an appointment to examine the equipment.

**TOWER LOCATIONS/ HEIGHT:**

- |  |                         |
|--|-------------------------|
| a) La Joya Water Tower - approx. 100 -150 ft ht. | Location: La Joya, TX.  |
| b) O.E. Investments Tower – approx. 480 ft ht.   | Location: Edinburg, TX. |
| c) L & J Farms Tower – approx. 400 ft ht.        | Location: Elsa, TX.     |

**COMMUNICATIONS DEPARTMENT LOCATION:**

- a) 711 El Cibolo Road, Edinburg, TX. 78539
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**PART 1 - REPAIRS**

The following equipment is currently installed in the Communcations Department of the Hidalgo County Sheriff's Office:

**1) Base Radio Console:**

- a) Gai-tronics consoles ICP9000
- b) Motorola command plus consoles

**Note:** Any and all new Radio Consoles acquired by the Sheriff's Office will be honored.

**2) Radio Tower Equipment (on-site or off-site):**

- a) Motorola repeater
- b) Midland repeater
- c) Macom repeater

**Note:** Any and all new Radio Tower Equipment acquired by the Sheriff's Office will be honored.

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**3) Miscellaneous Equipment:**

- a) Headsets
- b) Microphones

**4) Portable Radio/ Mobile Radios**

- a) Motorola (any & all models)
- b) Vertex (any & all models)

**Note:** Any and all new equipment acquired by the Sheriff's Office will be honored.

Equipment used can change on a day to day basis depending on new product lines available. The above list is to let you know what type of equipment you may be repairing and not to limit the scope of repairs to these items only. The repairs will be for anything installed that is considered communication equipment. (i.e. Base Radio Consoles, Tower Site Repeaters or equipment, Portable radios or Specialty Surveillance Equipment etc.)

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**PART III-REMOVAL & INSTALLATION DESCRIPTION:**

**1) Base Radio Console:**

- a) Gai-tronics consoles ICP9000
- b) Motorola command plus consoles.

**Note:** Any and all new Radio Consoles acquired by the Sheriff's Office will be honored.

**2) Radio Tower Equipment ( on-site & off-site)**

- a) Motorola repeater
- b) Midland repeater
- c) Macom repeater

**Note:** Any and all new Radio Tower Equipment acquired by the Sheriff's Office will be honored.

**3) Miscellaneous Equipment:**

- a) Headsets
- b) Microphones

**4) Portable Radios:**

- a) Motorola (any & all models)
- b) Vertex (any & all models)

**Note:** Any and all new equipment acquired by the Sheriff's Office will be honored.

Equipment used can change on a day to day basis depending on new product lines available. The above list is to let your know what type of equipment you may be removing and installing and is not to limit the scope

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of removal and installation to these items only. The removal and installation will be for anything that is considered communication equipment. (i.e. Base Radio Consoles, Tower Site Repeaters or equipment, Portable Radios or Specialty Surveillance Equipment, etc.)

**TERMS & CONDITIONS:**

1. The contract term will be for an initial period of one (1) year with County's option to renew for two (2) additional, one (1) year terms, under the same rates, terms and conditions.
2. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract.
3. Hidalgo County reserves the right to hold the bids received for a period of ninety (90) days without taking action hereon.
4. Hidalgo County reserves the right to award the bid to One or multiple bidders; whichever is in the best interest of the County.
5. 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.
6. Any contract awarded to a successful bidder will be in effect until:
  - (a) The contract expires,
  - (b) Delivery and acceptance of products and/or performance of service ordered,
  - (c) Terminated by County with thirty (30) days written notice prior to cancellation.
8. **All costs and expenses associated with the preparation and submission of (bids, proposals statement of qualifications (RFQ) and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.**
9. After Bid is awarded and successful awarded contractor(s) default(s) in meeting the general instructions to bidder(s) and/or complying with Bid 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 to such item.
10. Hidalgo County reserves the right to utilize State awarded vendors or any other Cooperative Purchasing programs, whenever it is in the best interest of the County to do so.
11. Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit "C" for limits); insurance certificate must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder.

12. The bidder(s) awarded the contract **cannot** engage the services of a **subcontractor without prior written consent of Hidalgo County** to perform services hereunder. The successful bidder(s) must present evidence that the proposed subcontractor possess all the necessary licenses and permits to perform the services and that subcontractor has obtained the required insurance.

**ADDITIONAL INFORMATION:**

Further information required for this project can be addressed to, Hidalgo County Purchasing Department at (956) 318-2626. 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. Business Hwy 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE OR VIA E-MAIL to [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) . NO LATER THAN, Wednesday, Month 00, 2017, by 5:00 P.M. Responses will be sent to all applicants via facsimile or by via e-mail on day, Month 00, 2017, no later than 5:00 P.M.**