

EXHIBIT "A"  
HIDALGO COUNTY  
(all funding sources, programs & entities)  
"MAILING SERVICES"  
BID No.: 2017-164-00-00-FAZ

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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, postcards, 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 department's 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 the service provider. Once a schedule is agreed upon, there shall be no deviations in the routine without the department's 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 barcodes:
  - a) All qualifying envelopes and flats, from one (1) ounce to one (1) pound;
  - b) Post Cards (at a special mailing rate defraying the barcoding cost); and
  - c) Packages exceeding one (1) pound.

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**TERMS AND CONDITIONS:**

1. The initial term of the contract shall be for the period beginning *Month 00, 2018*, and ending on *Month 00, 2019* and may be extended at the sole discretion of Hidalgo County for an additional one (1) year term at the same rate, terms, and conditions.
2. Hidalgo County reserves the right to extend the contract for an additional sixty (60) day grace period at the end of the contract term due to an unforeseen delay in the procurement of subsequent bid process.
3. The bidder who is awarded will ensure with a **written guarantee** that **all** qualifying mail is picked up and delivered promptly on a daily basis, and on an **"as needed,"** basis.
4. Arrangements will be made by the awarded bidder on the set daily time for mail to be picked up with each of the respective departments of Hidalgo County requesting mailing services.
5. The bidder who is awarded will ensure that all insurance documentation as per Exhibit "C" will be submitted to the Hidalgo County Purchasing Department in a timely manner.
6. Bid prices are to remain **firm** from BID AWARD DATE through the termination of the contract.
7. **All cost and expenses associated with the preparation and submission of (RFBs, 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.**
8. The contract shall remain in effect until the contract expires, delivery/completion of services ordered or terminated by either party with a sixty (60) day written notice prior to any cancellation.
9. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in the County's best interest to do so.
10. 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.
11. The successful bidder will indemnify and hold harmless the County, and its officers, officials, and employees, agents, and attorneys for any and all claims and expenses arising out of or related to the performance of the contract awarded pursuant hereto.
12. Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County's best interest to do so.
13. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.

**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 to (956) 292-7612 OR VIA E-MAIL to [matilde.faz@co.hidalgo.tx.us](mailto:matilde.faz@co.hidalgo.tx.us), BY NO LATER THAN 5:00 P.M. on Monday, Monday, Month 00, 2017. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by 5:00 P.M. on Wednesday, August 25, 2017.**