

EXHIBIT “A”
Specifications/Requirements
Hidalgo County
“Lease/Rental of Vehicles”
Bid No.: 2018-050-00-00-FAZ

SCOPE:

Hidalgo County is seeking to contract with a qualified bidder to provide **“Lease/Rental of Vehicles”** on an “As Needed Basis” to County departments including, but not limited to the following:

SPECIFICATIONS:

- 1) All mentioned vehicles are subject to being equal or better.
- 2) The contract for this project will be utilized by the HIDTA Task Force, Sheriff’s Office and/or any other County Department.
- 3) If you are an out of town vendor, any vehicle acquired by the County will be delivered to the requesting County Department, F.O.B destination.
- 4) All vehicles will include 24 hour Roadside assistance at no charge to Hidalgo County.
- 5) The vendor will provide clean and well maintained vehicles to Hidalgo County; the vendor will also provide all maintenance services to keep vehicles in top working order. This includes, but is not limited to oil changes and tire rotation as needed.
- 6) Permit Hidalgo County, on long term lease/rentals Six (6) months or more to “tint” windows at its own cost and remove said “tint” prior to the return of the vehicles.
- 7) Permit lease/rental vehicles to be traded in/out every six (6) months and up to two (2) more times per year.
- 8) Depending on vendor fleet availability, lease/rentals should be new. Used vehicles should have an odometer reading of no more than 5,000 miles.

VEHICLES - AS LISTED BELOW:

DESCRIPTION OF VEHICLES:
COMPACT
INTERMEDIATE
FULL - SIZE VEHICLE
MINIVAN
FULL SIZE VAN
MIDSIZE SUV
LARGE SUV
MIDSIZE PICKUP
LARGE PICKUP
STRAIGHT TRUCKS
CABOVER TRUCKS
PARCEL VANS
STAKEBED TRUCKS

TERMS AND CONDITION:

- 1) The contract term is for a one (1) year term commencing upon termination of the current contract with the County's option to extend the contract for two (2) additional one (1) year terms under the same Rates, Terms, and Conditions.
- 2) The County of Hidalgo reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for the unforeseen delay in award of new bid for 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 seek services for "Lease/Rental of Vehicles" from State Awarded contracts whenever it is its best interest to do so.
- 5) Hidalgo County reserves the right to award the bid to **one (1)** or to **multiple** bidders, whichever the County determines it is in its best interest to do so.
- 6) **Include** Insurance coverage for all lease/rental vehicles in your Bid Price. *For long term (6) months or longer include prices with and without Insurance coverage*, (see Exhibit "B" - Bid Page). **Hidalgo County will have the option to utilize its own insurance on any long term lease/rentals of Six (6) months or longer if it is deemed in Hidalgo County's best interest to do so.**
- 7) Hidalgo County must also be named as an **additional insured as part of the lease/rental costs**. Insurance requirements for this project are to be maintained throughout the contract term (Refer to Limits on the Exhibit "C" for limits).
- 8) The County reserves the right to reject all bids, to waive any or all formalities, or to accept the bid considered the best and most advantageous to the County.
- 9) Any contract awarded to a successful bidder will be in effect until (a) contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.
- 10) Hidalgo County may choose to add, delete or change vehicles during the course of the lease. The leasing of vehicles is on an "**as needed basis**". No specific quantity of vehicles is guaranteed. The vendor will not penalize County for deletion of a vehicle and will charge only to the prorated date of return.
- 11) After a bid is awarded and successfully awarded contractor defaults in meeting the general Instructions to the 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 to the County.
- 12) Bidder (s) agrees 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 services to Hidalgo County.

- 13) **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. Bidders may offer items of equal stature and the burden of proof of such stature rests with bidders. Hidalgo County shall act as sole judge in determining equality and acceptability of products offered.

ADDITIONAL INFORMATION:

- 1) Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statement of qualifications be addressed to Martha L. Salazar, Purchasing Agent, Attn: Matilde "Maty" Faz, 2812 S. Business Highway 281, Edinburg, Texas 78539.
- 2) **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**
- 3) All costs and expenses associated with the preparation and submission of (bids, proposals, statement of qualifications and quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.
- 4) **ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA E-MAIL TO matilde.faz@co.hidalgo.tx.us by NO LATER THAN, Monday, Month 00, 2018 by 5:00 P.M.** Responses will be sent to all applicants via e-mail by no later than, **Wednesday, Month 00, 2018 by 5:00 P.M.**