



PURCHASING DEPT  
 2802 S. Bus. Hwy 281  
 Edinburg, Texas 78539  
 Phone: (956) 318-2626  
 Fax: (956) 318-2629  
 www.co.hidalgo.tx.us/purchasing

## MEMORANDUM

(Approval of Specifications)

**To: Erika Zamora**  
**Hidalgo County Precinct No. 2**

**From: Sandy Suarez<sup>SS</sup>, Contract Specialist I**  
**Hidalgo County Purchasing Department**

**Date: May 11, 2018**

**Subject: Approval of Specifications: RFB: 2018-000 – “Pest Control Services”**

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 checked="" type="checkbox"/>	

FUNDS AVAILABILITY:  YES /  NO /  Other

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

BUDGET ACCOUNT #: 8-1200-431-00-122-006-0-425

<i>Erika Zamora</i>	Erika Zamora	Pct 2	5-15-18
AUTHORIZED SIGNATURE	PRINTED 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 **Wednesday, May 16, 2018 @ 3:00 P.M.** For placement on the next Commissioner’s Meeting.**

Enclosures

Exhibit "A"  
HIDALGO COUNTY  
(all funding sources, programs & entities)  
"PEST CONTROL SERVICES"  
RFB NO. 2018-000-00-00-SGS

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**SCOPE OF SERVICES:**

Hidalgo County is seeking to contract with a qualified vendor (s) for Pest Control Services, on an "as needed basis". Under this contract, pest control is the use of properly registered pesticides and/or the use of approved devices. Services will be at scheduled times and at pre-planned intervals to provide adequate and acceptable levels of insect and rodent population suppression at the County premises covered by this contract. It is intended that the pest control service will be within Hidalgo County and shall be awarded to a "Primary" and "Secondary" vendor. Exhibit "B" lists the Hidalgo County sites to be serviced **with an option to add or delete sites.**

**REQUIREMENTS/SPECIFICATIONS:**

The Contractor shall furnish all labor, tools, materials and equipment necessary to accomplish the full treatment of pest control services for all areas and buildings specified herein including, but not limited to; all offices, rooms, closets, toilets, kitchens, hallways, stairwells, attics, elevators, plus any other building portion or part not specifically described herein. Vendor must physically enter each area, rooms, offices etc. and treat the required area(s).

Full treatment pest control services will include inspection and treatment for rats, mice, roaches, moths, ticks, silverfish, ants, earwigs, fleas, scorpions, spiders, wasps, crickets, flies, centipedes, snakes, millipedes and yellow jackets plus any other pests not specifically excluded from the contract both inside and outside. Rat and mice infestations located in burrows in the ground adjacent to buildings are included. If any pests are discovered by County personnel, the Contractor will respond within 24 hours after notification to correct the situation.

When necessary to install rodent bait boxes, the Contractor will supply a written report to the County which indicates the box location, date of installation, and removal.

Services will be performed by the Contractor during regular business hours of operation in the various buildings, except when special conditions require servicing to be done, after a building or area is vacated after regular working hours or on weekends. There will be no additional charge for this service.

1. Vendor must have been in the commercial structural pest control business for a minimum of three (3) years.
2. Provide documentation of applicable licenses, certification, and/or commercial experience for vendor, (Certified Commercial Applicator, and Licensed Commercial Technician), if requested by Hidalgo County. Hidalgo County reserves the right to request documentation at any time during the service period.
3. All scheduled services shall be performed during the regular business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except for County observed Holidays and unless otherwise instructed by Hidalgo County Facilities Management, at no additional charge to the County. A Walk through to any of the sites may be scheduled upon Vendors request.

Exhibit "A"  
HIDALGO COUNTY  
(all funding sources, programs & entities)  
"PEST CONTROL SERVICES"  
RFB NO. 2018-000-00-00-SGS

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4. The Vendor shall furnish a copy of each individual's applicators current license, **SPCS Business License, and any applicable license with Bid Response.**
5. Prior to beginning work, vendor shall furnish Material Safety Data Sheets for all chemicals used in performance of the service, to the Purchasing department and the Facilities Management contact person.
6. Additional services will include, bee eradication and/or termite treatment. (as needed)
7. Termite checks / with findings reported to the Hidalgo County Facilities Management Department Director; however, termite treatment will be done only on an "as-needed basis".
8. Vendor shall provide the Pest Management Integrated Services according to the Texas Structural Pest Control Board and as listed on the following website:  
<http://www.spcbtx.org/Policy/policyindex.htm>
9. The awarded Bidder(s) and their employees, will conduct themselves in a professional matter. Must be respectful and courteous to all County Officials, Department heads, their employees and the general Public at all times.

**CONTRACTOR RESPONSIBILITIES:**

Contractor must also inspect site for possible usage of habitat for nocturnal flying mammals, (Bats), without incurring any additional cost.

The Contractor is to coordinate all work with Hidalgo County, for the area being treated and with an inspection and service schedule at the start of the treatment program.

A County representative or **Department** must be **notified that services will be performed** and a Representative that is **authorized to sign invoices**, must sign the service ticket to authenticate that service was performed at each building/**Office**.

A copy of the signed **invoice** must be included with each monthly Statement/Invoice for payment. **Statements must be submitted on a Monthly basis.**

**Statements/invoices that are submitted late and/or are questionable of being serviced, are applicable for consideration of payment for such services. Pursuant to verification of authorized signature and service.**

The Contractor is responsible for the implementation of the pest control programs required by this contract. The Contractor is responsible for providing pesticide applicators, who have been trained and certified by a properly designated State lead agency as competent to handle and apply the classes of pesticide products.

The Contractor is further responsible for the pest control programs required under this contract fully complying with the applicable Federal, State, and local pesticide laws and regulations within the legal jurisdiction that the premises covered by this contract are located.

The Contractor shall report to Hidalgo County any evidence or conditions conducive to pest infestation, which is not covered in the contract, at the time such condition is first noticed.

The Contractor shall provide up to three (3) call-back service per month at no additional charge to Hidalgo County. Call-back service will be in request by Hidalgo County when previous treatment fails to control the pests specified herein.

The Contractor shall furnish the following:

- a. A list of the three (3) main chemicals being used.
- b. Provide the MSDS sheets for those chemicals.
- c. Provide Specimen Label for those chemicals.
- d. Provide dilution ratio of chemical sprayed at locations on receipt.

**CONTRACT PRICE:**

An individual Bid Price must be submitted for each building listed. Prices must be **firm** for the entire contract period and each consecutive contract period. Prices shall include travel cost.

**AWARD OF CONTRACT:**

Award of contract will to the responsible bidder(s), who submits the lowest and best bid.

**SERVICE SCHEDULE:**

At mutually agreeable dates, the contract awarded vendor shall meet with Hidalgo County to review and approve scheduling prior to beginning of work. Vendor shall be prepared to provide tentative dates and a schedule to accomplish the specified work. Upon completion of all meetings, vendor shall prepare Hidalgo County Purchasing an approved service schedule for all departments in a spreadsheet type format outlining the dates and times service will be performed.

1. All services must be based on a monthly service fee (regular treatment i.e. roaches, bats, ants, wasps, fleas, yellow jackets, rats, mice crickets, silverfish, spiders, and scorpions, etc. Termites treatment, and Bee eradication)
2. Additional sites will be priced based on the **fixed rate** on a monthly and/or "as needed basis". Due to new Facilities becoming available during the term of this bid, **Revisions may be made in the event a building is added or deleted from the services. Price by linear feet, will not be accepted for Termite services on additional sites.**
3. A Purchase Order must be obtain before any services are rendered, the County will not be held responsible for payment of items/services delivered without authorized purchase orders.

**SPECIAL SERVICE DUE TO RE-INFESTATION:**

Special service to address re-infestation shall be provided during or after hours, as requested by Hidalgo County. Vendor shall respond to request for special service within 24 hours of notification and shall be provided at no additional cost to Hidalgo County until the infestation is under control or eliminated.

**EMERGENCY SERVICE DUE TO RE-INFESTATION:**

Emergency services due to re-infestation, defined as only those services which Hidalgo County considers to be hazardous or detrimental to employee health or negatively affect Hidalgo County operations, shall be provided under the regular monthly service at no additional cost to Hidalgo County. Vendor shall respond to the request for emergency service and be on-site

within four hours of notification by Hidalgo County when request is made between the hours of 8:00 AM and 5:00 PM. Emergency service will only be requested when the above definition is met, otherwise the re-infestation will be requested as a special service.

Inside and outside treatment shall include the placement of rat or rodent control bait in and around the building as required. Technician shall place bait in areas or devices that will prevent ingestion by other pets and not accessible to the public. Vendor shall provide on an as-needed basis a minimum amount of two rodent trapping devices per building at no charge to Hidalgo County.

Vendor shall determine the type and quantity of chemicals and compounds and ensure that they are used in strict conformance with the manufacturer's instructions and specifically approved for areas in which they are to be used.

Vendor shall leave the work area clean and free of materials, debris, and vendor equipment to the satisfaction of the authorized Hidalgo County Representative. Vendor shall remove from the premises and dispose of all chemical containers and packaging used in performance of the service and properly dispose of dead rodents and pest in strict accordance with all applicable federal, state and local laws and regulations.

**TERM OF CONTRACT:**

1. The Contract unit prices will remain firm for an initial of one (1) year with Hidalgo County's sole discretion to extend the contract for an additional two (2) - **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 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 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.
5. County will seek purchases from state awarded vendors whenever it is, its best interest to do so.
6. Any contract awarded to a successful bidder will be in effect until;
  - a) The contract expires
  - b) Delivery acceptance of products and/or performance of services ordered, or
  - c) Terminated by County with thirty (30) days written notice prior to be cancellation.
7. Hidalgo County reserves the right to award to the lowest qualified bid to one bidder or to multiple bidders if the County determines it is in the best interest to do so.
6. Insurance requirements for this project to be maintained through out the contract term (Refer to limits on the Exhibit "C" for limits).

All cost and expenses associated with the preparation and submission of all (bid, proposals, statements of qualifications (RFQ) and quotes shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

8. After bid is awarded and low bidder(s) default(s) in meeting the terms and conditions of this bid and/or comply with the contractual agreement, Hidalgo County reserves the right to seek services from the next lowest bidder(s) or other vendor. In such event, County shall charge the successful bidder(s) the difference for any additional cost of such item(s).

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, 2812 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) by NO LATER THAN MONDAY, Month 00, 2018 @ 5:00 P.M.** Responses will be sent to all applicants via facsimile or e-mail by no later than **WEDNESDAY, Month 00, 2018 @ 5:00 P.M.**

**EXHIBIT "A"**  
**HIDALGO COUNTY**  
 "Pest Control Services"  
 Bid No. 2018-056-04-18-Sgs  
 Service Site List

The following sites are to be billed to: **HIDALGO COUNTY FACILITIES MANAGEMENT**

3100 S. Bus. 281, Bldg. D -Edinburg, Texas 78539

**Point of Contact:** Daniel Flores 956-289-7850, 289-7851, 289-7852 or 289-7855 956-318-2648- fax

1	Annex Building III 100 E. Cano Edinburg, Texas	2	Courthouse 100 N. Closner Edinburg, Texas	3	Courthouse, Annex I 100 N. Closner Edinburg, Texas
4	Election's Office 101 S. 10 <sup>th</sup> Ave Edinburg, Texas 78539	5	County Morgue 3100 S. Hwy 281 Edinburg, Texas	6	Precinct No. 3- Office (f/k/a La Mansion) 2401 N. Moorefield Mission, Texas
7	Vacant 1212 S. 25 <sup>th</sup> Edinburg, TX.	8	Edinburg Health/WIC Clinics 3105 E. Richardson Edinburg, Texas	9	Extension Service 410 N. 13 <sup>th</sup> Edinburg, Texas
10	Extension Service (old DPS) 410 N. 13 <sup>th</sup> Edinburg, Texas	11	Health Department 1304 S. 25 <sup>th</sup> Street Edinburg, Texas	12	McAllen License 300 E. Hackberry McAllen, Texas
13	San Carlos Warehouse (POC- Fac. Mgmt) E. 107 & 6 Street San Carlos, Texas	14	Vacant W. Old Hwy 83 & So. Breyfogle Mission, TX,	15	McAllen Health 300 E. Hackberry McAllen, Texas
16	Weslaco Health/WIC Clinic 1901 N. Bridge Weslaco, Texas	17	Pharr/WIC Clinic / Fire Marshal 1905 Fir Street Pharr, Texas	18	JP's, Constable Offices, Health & WIC Clinics/ Tax office (CRC) 708 N. Edinburg St. Elsa, Texas
19	WIC Clinics (1/2 Bldg Vacant) Hwy. 83 1/4 Mi. W. of Town Light Sullivan City, Tx	20	Mission License 722 Breyfogle Mission, Texas	21	Weslaco License 1902 Joe Stephens Weslaco, Texas
22	Community Resource Center/WIC 6 <sup>th</sup> Street San Carlos, Texas	23	Hidalgo Health/WIC Clinic 702 E. Tejano Hidalgo, Texas	24	JP Office's (2) 1902 Joe Stephens Weslaco, Texas
25	Delta Bldg. (Old Jail) -Storage Bldg 3100 S. Hwy 281, -C Edinburg, Texas	26	After Care Program (Bill Separately) 1711 N. Bridge Weslaco, Texas	27	Youth Village Boot Camp 1711 N. Bridge Weslaco, Texas
28	Health /WIC Clinic State of TX tick eradication 211 South Schuerbach Mission, TX	29	Rehab Center (Bill Separately) 1000 M. Road Edinburg, Texas	30	430th District Court 111 South 9 <sup>th</sup> Street Edinburg, Texas
31	Community Resource Center 509 E. Earling Road San Juan, Texas	32	Precinct 4/ Sheriff Sub-station 1124 N. M Road Edinburg, Texas	33	Horizon Building (JP's) 224 N. 12 Ave. Edinburg, Texas
34	Bennet Building (JP's) 216 N. 12 Ave. Edinburg, Texas	35	Adult Probation Facility 3100 S. Bus. 281, Bldg.-B Edinburg, Tx	36	Administration Building (fka K-Mart Bldg) 2802 S. Bus. Hwy 281 Edinburg, Tx
37	JP'S AND CONSTABLES OFFICES 730 Breyfogle Mission, Texas	38	Vacant 6 <sup>th</sup> Street San Carlos, TX.	39	Progreso Resource Center 5 Miles South Bus. 83 on FM 1015 Progreso, Texas
40	Old Carpenters Shop 219 E. Loeb Edinburg, Texas	41	Facilities Management Office 3100 S. 281, Bldg.-D Edinburg, Texas	42	Juvenile Justice Center( approx.140,000 sq. ft) 1001 N. Doolittle Edinburg, Texas
43	HIDTA Task Force -Offices 3100 S. Closner Edinburg, Tx	44	HIDTA Task Force -Storage 3100 S. Closner Edinburg, Tx	45	Facilities Management -Storage (4 Buildings-9964 sq ft total) 3100 S Bus. 281, Bldgs. D-G Edinburg, TX
46	County Clerks- Document Storage (f/n/a Robert Chevrolet) 317 N. Closner Edinburg, Tx	47	Health/WIC/Tax & Planning Offices 722 Breyfogle Mission, Tx	48	Multi-Purpose Facility Alamo-CRC South Tower Bldg. 1429 South Tower Road Alamo, Tx 78516
49	Election Warehouse 317 N. Closner Edinburg, Tx	50	Pct 2 Multi Center Hall Acres Health/WIC/Auto Tax/ JP's/ Pct 2 Adm.	51	Pct 1 Sunrise Hill (2) Portable Buildings
52	Hidalgo Cty Substance Abuse & Primary Care Facilities (John Austin Pena) 3105 E. Schunior Edinburg, Texas				

**OTHER COUNTY SITES:**

53 ADDITIONAL COUNTY BUILDINGS (price per month)	
<b>HIDALGO COUNTY PRECINCT NO. 1 SITES:</b>	
1. 1902 Joe Stephens- Weslaco, Texas	<b>BILLING ADDRESS:</b> 1902 Joe Stephens Weslaco, Texas 78596 <b>Point of Contact:</b> Yolanda Estrada 956-968-8733
2. Precinct No. 1 Parks Office- Delta Lake & shop	
3. Precinct No. 1 Shop- 1902 Joe Stephens (Rear), Weslaco, TX	
4. Precinct No. 1 Two (2) each Portable Buildings at Sunrise Hill Park, Weslaco, TX	
5. Sunrise Hill- Pavilion, Weslaco, TX	
6. Veterans Park Facilities, Monte Alto, TX	
7. Collection Site (UNDER CONTRUCTION) North of Sunrise Hill Park, Weslaco TX	
8. Donna Collection Mile 11 & Mile 1 ½ West, Mercedes, TX	
<b>HIDALGO COUNTY PRECINCT NO. 2 SITES:</b>	
1. <del>Corner of State &amp; Birch- 301 E. State - Pharr REMOVE</del>	<b>BILLING ADDRESS:</b> <del>301 E. State - Pharr, Texas 78577</del> <b>300 W. Hall Acres, Suite G</b> <b>Point of Contact:</b> Erika Zamora 956-787-1891
2. <del>Corner of State &amp; Corner Office- 329 E. State- Pharr REMOVE</del>	
3. <del>Mechanic Precinct No. 2 Shop- 329 E. State- Pharr REMOVE</del> <del>cowide mech shop -</del>	
4. Cypress Street- 109 N. Cypress- Pharr	
5. Las Milpas- Pharr- 3 Buildings- 6 2 Miles S. 281	
6. McAllen Les Gilmore Kitchen- 301 E. Hackberry #R- McAllen	
7. Pharr-Lopezville-Rodríguez & Minnesota (RR)	
8. Office- El Gato Collection Site- El Gato Road East Of Tower- Alamo	
<b>HIDALGO COUNTY PRECINCT NO. 3 SITES:</b>	
1. Veteran Pavilion - 1 Mile South Inspiration Road- Mission	<b>BILLING ADDRESS:</b> 724 N. Breyfogle Mission, Texas 78574 <b>Point of Contact:</b> Norma Ceballos 956-585-4509
2. Barbecue House - 1 Mile South Inspiration Road- Mission	
3. Los Ebanos Pavilion- Los Ebanos	
4. Anzalduas Park Office - 6 Miles South Conway- Mission	
5. Hidalgo County Precinct No. 3 Office -724 N. Breyfogle Rd. - Mission	
6. Hidalgo County Precinct No. 3 Office-7 Mile Line between Iowa and Texan Rd	
7. Motor Pool (mechanic shop )- 7 Mile Line between Iowa and Texan Rd	
8. Hidalgo County Precinct No. 3 Multi-Purpose Building - 734 N. Breyfogle Rd.- Mission, TX.	
<b>HIDALGO COUNTY PRECINCT NO. 4 SITES</b>	
1. Precinct No. 4 Shop Office & Vehicle Service Area- (Drainage) 1102 N. Doolittle-Edinburg, TX. 78541	<b>BILLING ADDRESS:</b> 1051 N. Doolittle Rd. Edinburg, Texas 78542 <b>Point of Contact:</b> Maria D. Moyorga 956-383-3112
2. Precinct No. 4 Recovery Center- 1124 N. Doolittle, Edinburg TX. 78541	
3. Precinct No. 4 Office -1051 N. Doolittle- Edinburg, TX. 78542 (New offices) Multi-Purpose Facility, Mechanical Shop, Storage Facility etc	
4. Precinct No. 4 Endowment Center – 107 N. Sunflower Rd. La Blanca, TX.	
5. Luis Flores Jr. Emergency Service Facility (Linn-San Manuel) 21661 Hwy 186 Edinburg, TX. 78542	

Add:

- Pct 2 Field Operations Facility 4011 S. Veterans Blvd San Juan, Tx
- Shed @ Alamo Park - 1429 S. Tower Rd, Alamo, Tx
- Shed @ San Juan Park - 509 E. Earling Rd., San Juan, Tx
- Octagon Bldg @ San Juan Park - 509 E. Earling Rd, San Juan, Tx (Master Gardeners Office space)
- Restrooms @ San Juan Park - 509 E Earling Rd, San Juan Tx