



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: Clarissa Ramirez, Director
Hidalgo Co. WIC Program

FROM: Sandy Suarez,^{ss} Contract Specialist I
Hidalgo County Purchasing Department

DATE: June 22, 2018

RE: Approval of Specifications for: Bid No.: 2018-179-SGS
Hidalgo County WIC Program - "Medical Supplies"

C/c **Mague Gonzalez, Admin. Assist. II** email: mague.gonzalez@wic.co.hidalgo.tx.us

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 #: 8-1292-441-00-350-001-8-xxx

	Clarissa Ramirez	WIC	6/25/18
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 sooner, but by no later than **Friday, June 15, 2018 @ 2:00 P.M.**

Enclosures

EXHIBIT "A"
HIDALGO COUNTY WIC PROGRAM
"MEDICAL SUPPLIES"
BID NO. 2018-179-00-00-SGS

SCOPE OF SERVICES:

The County of Hidalgo is requesting bids from qualified vendors to furnish Medical Supplies to Hidalgo County WIC Program in accordance with specifications/requirements specified herein and including, but not limited to, the following:

SPECIFICATIONS:

- Providing original manufacturer items.
- All items will be on an "As-Needed Basis only" there is no guaranteed annual volume.
- Stock the necessary material in order to be able to provide any item within 24 hours, as an Emergency.
- All products must be packaged in a manner that will afford reasonable protection against moisture and contamination at all times. Items must be furnished in manufacturer's original unopened package or container.

REQUIREMENTS:

- SAMPLES OF ALL ITEMS MUST BE SUBMITTED WITH BID. with Company information and instructions for the return of samples, once the examination of item(s) has been completed.
- Required delivery time shall be within (5) day's maximum from the date order is placed.
- Bidder must have been in business for at least two years.
- Unit prices shall be a fixed price and will firm for the period of the entire contract period and shall include the cost of shipping and delivery of all items to the designated FOB point and must include any and all cost in the delivered unit price.

PRODUCTS AND ESTIMATED QUANTITY:

	Description of Products	Size	Quarterly Estimated Quantity
1	Sterile Surgilance - One Step Lancets (sterile) (Puncture Depth - Puncture Width)	1.8 mm –pun. depth 0.50 mm – pun. width	1050
2	Band-Aids – Sterile	¾ in. x 3 in.	1600
3	Alcohol Preps	Medium size	1100
4	Sharps Containers	14 qt.	290
5	Vinyl Exam Gloves - (powder free-non sterile)	Small	1500
6	Vinyl Exam Gloves - (powder free-non sterile)	Medium	5000
7	Vinyl Exam Gloves – (powder free-non sterile)	Large	600
8	Alasta Nitrile Gloves - (powder free-non sterile)	Large	600
9	Cotton Glove Liners - (12 per bag)	Medium	100
10	Gauze - (Non-sterile)	2 in. x 2 in.	3200
11	Alcohol	16 oz.	160
12	Cotton tipped applicators - (Non-sterile)	6 in.	500

Surgilance Safety Lancet SLN: 200 - 1.8 mm- puncture dept. - Needle Gauge: 23 gauge

Commented [SS1]: Mague, is there a size of alcohol preps needed?

EXHIBIT "A"
HIDALGO COUNTY WIC PROGRAM
"MEDICAL SUPPLIES"
BID NO. 2018-179-00-00-SGS

DELIVERY LOCATION:

Hidalgo County WIC Program
3105 W. University Dr.
Edinburg, TX. 78539
(956) 381- 4646

RETURN OR CREDIT ON MERCHANDISE:

Items meeting the following criteria shall have the option to be returned and exchanged or returned for credit at the contracted price.

- Trademarked or Non-Trademarked items in the original unopened package in accordance with Bidder(s) return goods policy.
- Any products that arouse questionable physical properties. The County reserves the right to return such product to the Contractor for credit or immediate replacement. Return of such products shall not require prior notification to the Contractor.

TERMS & CONDITIONS:

1. Contract term shall commence on October 1, 2019, with the County's option to extend the contract for an additional two (2) – one (1) year terms, under the same rates, terms and conditions, with each succeeding term commencing on October 1st.
- 2) County 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) County will seek purchases from state awarded vendors, whenever it is in the best interest of the County to do so.
- 4) After a bid is awarded, and the successfully awarded contractor defaults in meeting the general instructions to bidders(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.
- 5) 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 the cancellation.
- 6) Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Hidalgo County to restrict the 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. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Hidalgo County shall act as sole judge in determining

Commented [SS2]: Mague, please verify the contract commencement & term.

EXHIBIT "A"
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BID NO. 2018-179-00-00-SGS

- equality and acceptability of products offered.
- 7) Hidalgo County reserves the right to add or delete items during the term of the contract under the same, terms and conditions.
 - 8) Insurance requirements for this project are to be maintained throughout the contract term (Refer to Exhibit "C" for limits)
 - 9) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
 - 10) Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities or to accept the lowest and best responsible bid received considered the most advantageous to the County.
 - 11) Hidalgo County will award to overall lowest responsible bidder or multiple bidders, whichever is deemed to be in the best interest of Hidalgo County.
 - 12) 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.
 - 13) Hidalgo County reserves the right to evaluate items listed in this RFB based upon criteria that are common among the items. For example, one bidder might offer sterile gloves that contain 100 per box in lieu of the desired 50 per box. Another bidder might be 25 per box. Hidalgo County may then evaluate the two (2) bids on a cost per glove basis. If a different packaging is offered, it must be stated. Otherwise, the bidder must furnish that which is requested.
 - 14) All costs and expenses associated with the preparation and submission of bid, proposals, request for qualifications (RFQ), and/or quotes shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

ADDITIONAL INFORMATION:

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 South Business Hwy. 281, Edinburg, Tx 78539

All written inquiries will be accepted via email to sandy.suarez@co.hidalgo.tx.us no later than Wednesday, Month 00, 2018, by 5:00 p.m. Responses to said inquiries will be sent to all applicants via email by no later than Friday, Month 00, 2018, by 5:00 p.m.

EXHIBIT "B"
HIDALGO COUNTY WIC PROGRAM
"MEDICAL SUPPLIES"
BID NO 2018-179-00-00-SGS

BID PAGE

Unit price for Medical Supplies as requested, but not limited to, meeting the minimum Specifications/requirements as listed in Exhibit "A" of this document and under the terms and conditions as described for the following.

Internal use only- Commodity Code# 475-00

	DESCRIPTION OF PRODUCTS	Size	Quantity per Box	Quantity per Case	Total Cost per Case	Unit Price
1	Sterile Surgilance -One Step Lancets (sterile)	1.8 mm Puncture Depth / 0.50 mm Puncture Width			\$	\$
2	Band-Aids (sterile)	¾ in x 3 in.			\$	\$
3	Alcohol Preps				\$	\$
4	Sharps Containers	14 qt.			\$	\$
5	Vinyl Exam Gloves (powder free & non-sterile)	Small			\$	\$
6	Vinyl Exam Gloves (powder free & non-sterile)	Medium			\$	\$
7	Vinyl Exam Gloves (powder free & non-sterile)	Large			\$	\$
8	Alasta Nitrile Gloves (powder free & non-sterile)	Large			\$	\$
9	Cotton Glove Liners (12 per bag)	Medium			\$	\$
10	Gauze (non-sterile)	2 in. x 2 in.			\$	\$
11	Alcohol	16 oz.			\$	\$
12	Cotton tipped applicators (non-sterile)	6 in.			\$	\$

EXHIBIT "B"
HIDALGO COUNTY WIC PROGRAM
"MEDICAL SUPPLIES"
BID NO 2018-179-00-00-SGS

Bidder/Company Name: _____
Address: _____
City/State/Zip: _____
Phone No/Fax No: _____
Cell Phone No: _____
E-Mail Address: _____
Authorized Signature: _____
Title: _____

DRAFT