

EXHIBIT "A"

Specifications/Requirements
Hidalgo County Clerk's Office

"Purchase, Removal and Related Services-for Shredded and Recyclable Materials"

RFB No.: 2019-104-xx-xx-TDL

Hidalgo County Clerk's Office currently recycles (shreds) its own discarded paper as well as paper from other County Departments. In an effort to more efficiently utilize County assets, the County Clerk wishes to implement a program to generate revenue from the sale of recyclable materials including, but not limited to, paper, cardboard, aluminum and plastic products. (Recyclable Materials) Although the program will commence with those departments for which the County Clerks currently provides shredding services, Hidalgo County reserves the right and option to expand this program to include (at a time that is determined and recommended by the County Clerk) those County departments as yet not part of the project.

SCOPE:

Hidalgo County-Clerk's Office, "the Project Manager", is seeking qualified companies to bid on the purchase and removal of recyclable materials and award a contract for the **"Purchase, Removal & Related Services for Shredded & Recyclable Materials"** on an **"As Needed Basis"**:

SERVICE LOCATIONS and POINT OF CONTACT (POC):

o **Current Sites:**

- Records Management Warehouse – 317 N. Clossner, Edinburg, Texas 78539

POINT OF CONTACT (POC)

1 st	Joel Cervantes	(956) 318-2100 ext. 6107	(956) 292-7676
2 nd	Aleida Ramirez	(956) 318-2100 ext. 6109	(956) 292-7000 x 6109
3 rd	Guillermo Arriaga	(956) 318-2100 ext. 6109	(956) 292-7000 x 6109

- San Carlos Warehouse- E. Sh. 107 & 6th Street San Carlos, Texas 78539

POINT OF CONTACT (POC)

1 st	Joel Cervantes	(956) 318-2100 ext. 6107	(956) 292-7676
2 nd	Aleida Ramirez	(956) 318-2100 ext. 6109	(956) 292-7000 x 6109
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BIDDER(S) MINIMUM REQUIRMENTS:

Interested and qualified Bidder(s) that meet the Minimum Requirements are invited to submit a Procurement (Bid) Packet.

1. The Bidder(s) must be able to accept any loose, bagged and/or baled Recyclable Materials, including, but not limited to paper, cardboard, aluminum and plastic etc.
2. The Bidder shall schedule pick-up on the first and third Monday of the Month unless there is a holiday, which shall then be picked-up on the following business day. Hidalgo County reserves the right to change scheduling for pickup of materials on a weekly basis.
3. Bidder(s) must be able to provide a bin(s) or pallet(s) as needed to either site, in which all material will be placed in and removed by the Bidder. Bin(s) or pallet(s) must meet generally accepted standards and be of adequate size.

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4. The Bidder must have the ability to pick-up materials from two designated areas and the proper equipment to load the container with the shredded-destroyed material to sell (i.e., forklift, etc.)
5. The Bidder must have the ability to leave a container at either site.
6. Hidalgo County must have access to the vendor's facility if needed, to ensure the materials are being disposed properly.
7. Bidder must include a copy of the scale ticket.
8. Bidder must also provide the process of what happens to the shredded/destroyed material, once it has left the County's possession.
9. The Bidder must also provide a summary report of the material sold, if needed by the Hidalgo County Departments utilizing services.

TERMS AND CONDITIONS:

1. Term of contract is for one (1) year period with the County's option to renew contract for an additional one (1) year term, with fixed prices per ton and/or pound.
2. County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the contract term due to an unforeseen delay in the award of a new bid for next contract term.
3. As consideration for rendering the Services provided for in the Contract, the Company agrees to pay the County the amounts specified in Exhibit "B" attached hereto, payable against weight tickets submitted by the Company to Hidalgo County Treasurer's Office with copy to the Hidalgo County Clerk's Office, within thirty (30) days of submitting such pick-up/weight tickets.
4. This Agreement may be terminated either party without cause upon sixty (60) days written notice.
5. County will seek purchases from state awarded Bidder(s) whenever it is, in its best interest to do so.
6. Bid award will be made to the most qualified, responsive, responsible bidder meeting all specifications and/or requirements.
7. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s), and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next most qualified bidder. In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
8. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the county determines it is in its best interest to do so.

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9. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

- 10. 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.**

11. County, upon request, shall be furnished with samples of all proposed containers, together with written construction specifications for the same.

- 12. Insurance requirements and limits for this project are located on Exhibit "C": Insurance Requirements are to be maintained throughout the contract term and any extension hereof. In no event shall the County be liable for any damages to or destruction of any property belonging to Bidder.**

ADDITIONAL INFORMATION:

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposal or statement of qualifications be addressed to Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent, Attn: Tanya De Lira at 2802 South Business Hwy 281, Edinburg, Texas 78530. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL TO tanya.delira@co.hidalgo.tx.us NO LATER THAN 5:00 P.M., Day, Month xx, 2019. Responses to said inquires will be sent to all applicants via email by no later than 5:00 p.m, Day, Month xx, 2019.