



Hidalgo County Purchasing Department
 2812 S. Business Highway 281
 New Administration Building
 Edinburg, Texas 78539
 (956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM
 (Department's Approval)

TO: Eduardo J. "Eddie" Guerra
 Hidalgo County Sheriff's Office

ATTN: Sabrina Solis sabrina.solis@@hidalgo.org

FROM: Tanya De Lira, Buyer III
 Hidalgo County Purchasing Department

DATE: January 6, 2020

RE: Approval or Disapproval of Specifications for: *Bid No: -2020-025-00-00-TDL-Hidalgo County Sheriff's Office-"Poligraph Examiner"*

Please review the following **CURRENT SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specifications are **NOT** met, make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

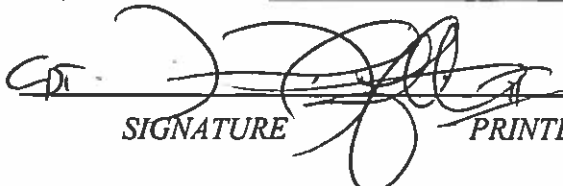
If you have any questions, please call me at (956) 318-2626 ext# 4878.

APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVE WITH MODIFICATIONS <input checked="" type="checkbox"/> CORRECT TYPO'S	

Funds Availability: _____ YES/ _____ NO/ _____

Other (Specify) _____

Budget Account No.: _____


DAVID D. FRIEDELIN, HCSO
1/8/2020

 SIGNATURE PRINTED NAME DEPARTMENT DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, via e-mail: tanya.delira@co.hidalgo.tx.us by no later than **Monday, January 13, 2020**

EXHIBIT-"A"

Specifications/Requirements
Hidalgo County Sheriff's Office
"POLYGRAPH EXAMINER for (Pre-Employment)"
RFB No. 2020-025-xx-xx-TDL

INTENT:

Hidalgo County Sheriff's Office is seeking qualified vendor(s) to furnish *Polygraph Examiners* on an "as needed basis". The following are the minimum requirements and/or specifications that will be acceptable. Any bid that does not meet the minimum requirements and/or specifications will be rejected; these specifications are to include, but not limited to, the following:

LOCATION(S):

Hidalgo County Sheriff's Office 711 El Cibolo Road Edinburg, Texas 78542

TYPE OF EXAMINATIONS:

All exam questions will be reviewed and approved by the Hidalgo County Sheriff's Office prior to the exam.

- Criminal
- Pre-Employment
- Suitability

SPECIFICATIONS/ REQUIREMENTS:

- 1) Polygraph Examiner must be licensed by the State of Texas and keep current with renewals at his/her expense. (Must submit a copy of certification)
- 2) Polygraph Examiner must have a minimum of Five (5) years experience in ^{the} specific field of Law Enforcement.
- 3) Polygraph Examiner(s) must follow rules set out by Texas Department of Licensing and Regulation 16 Texas Administrative Code, Chapter 88

RESPONSE TIME:

Polygraph Examiner must be available within 8 hours of notification.

RESPONSE OF ENQUIRY:

- Please specify timeframe for exam(s) results, both verbal & documented
- Provide days/hrs of the operation services will be available.
- List an alternate location where polygraph examinations may be provided other than at the Hidalgo County Sheriff's Office.

STANDARD TERMS & CONDITION:

- 1) Term of contract is for one (1) year period with County's option to renew contract for additional two (2) one (1) year term under the same rates and conditions.
- 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 unforeseen delay in award of new bid for next contract term.
- 3) County will seek purchases from state awarded vendors whenever it is, its best interest to do so.

- 4) After bid is awarded and successful 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 be cancellation.
- 6) 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.
- 7) All services will be done on an "**As Needed Basis**".
- 8) The successful awarded vendor will submit and maintain General Liability, Auto Liability and Workers Compensation insurance and its limits throughout the contract term, as described and listed in: Exhibit "C" Insurance Requirements.
- 9) 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.
- 10) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.

ADDITIONAL INFORMATION

- 1) All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.
- 2) 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, 2802 S. Bus. Hwy 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SUBMISSION OF QUESTIONS:

- 3) All written questions will be accepted via email no later than, **Month xx, 2020 at 5:00 p.m.** at tanya.delira@co.hidalgo.tx.us. Responses to said inquiries will be sent to all participating vendors via email by no later than **Month xx, 2020 at 5:00 p.m.**