

**HIDALGO COUNTY, TEXAS**  
**ADMINISTRATIVE POLICY MANUAL**

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Supersedes:	12/19/2017
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7.02.04 If the Requisition is disapproved for any reason, the Requisition is returned to the User with a written reason for the disapproval.

7.02.05 The Purchasing Agent shall establish policies requiring the random verification of Written quotation, and may, whenever the Purchasing Agent deems appropriate, solicit additional written quotations before authorizing a purchase.

**7.03 Information Contained in Quotes.** For all oral or written quotations obtained, the following information must be exchanged between the vendor and the County;

7.03.01 Information related to the prospective vendor should include a description of the Item (or items), the quantity required (in standardized units, if applicable), the required delivery date, the last date quotations will be accepted, and the terms and conditions of purchase. The vendor shall be informed that the price quotations are required to be honored during the stated period.

7.03.02 Information obtained for the prospective vendor must include the name, address and telephone/telecopier numbers of the vendor, the total or unit price, as specified, the date through which the quoted price will be effective, the name of the representative providing the quote, and the specific (i.e....name brand and model number) product offered. For written quotations, this information must be included on the face of the written proposal.

**7.04 Selection of Vendor.** In selecting the most responsible vendor, the Purchasing Agent will consider such matters as price (all other factor being equal, the lowest price should always be taken), relative quality of goods and services (if more than one vendor can deliver at an acceptable price, the relative quality should be considered), reliability of vendor (based on actual, documented experience of purchasing agent, not on intuition or rumor), ability to service items purchased, other relevant factors as determined by the Purchasing Agent.

## **VIII. EMERGENCY AND SOLE SOURCE PURCHASES, OTHER EXEMPT PURCHASES**

### **8.01 Emergency Defined, Procedures.**

8.01.01 Emergency (Priority One) purchases are governed by Tex. Loc. Govt. Code § 262.024(a) (1),(2), & (3) and are not utilized at all, except:

- a. In the case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the County;

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- b. To purchase an item necessary to preserve or protect the public health or safety of the residents of the County; or
- c. To purchase an item necessary because of unforeseen damage to public property.

8.01.02 The following procedures must be followed for Priority One purchases;

- a. Qualification. The purchase must qualify as an emergency purchase under the definition in Procedures 9.01.01, or Tex. Loc. Govt. Code § 262.024.
- b. Designation. The designation of Priority One indicates a situation of such urgency that the normal purchasing procedure must be modified in the interest of speed, and therefore no competitive bids or quotations are required.
- c. Normal Working Hours. All emergency purchases occurring during normal working hours are processed through the Purchasing Department as follows:
  - i. The using department will notify the purchasing office by telephone immediately, with as much information as possible about the emergency purchase required, so that the purchasing action can be initiated immediately.
  - ii. Simultaneously, a purchasing requisition is prepared and hand carried through the normal channels.
  - iii. The Purchasing Department or using department head contacts as many vendors as are necessary to arrange the emergency purchase. Otherwise, the purchase is completed by telephone, and the PO is completed after the fact and delivered to the vendor.
  - iv. The buyer requests expedited delivery, and if not available, the using department or Purchasing arranges to pick up the emergency purchase from the vendor.
- d. Evening, Weekends, and Holidays. For other than normal working hours, when purchasing support is unavailable, emergency purchases shall be processed as follows:
  - i. The responsible official of the using department takes whatever steps are necessary to procure needed supplies, services or equipment situation. If

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possible, only those goods or services needed during the evening, weekend or holiday are procured.

- ii. On the first working day following the emergency, the responsible official prepares a requisition and hand-carries it to the purchasing office, as described Procedure 9.01.02(d)(ii) , above, attaching the invoices, bills of materials, receipts or other documents related to the purchase.
- e. Certification The official in charge of the using department must certify in writing on the next business day, or as soon thereafter as possible, that the purchase involved was necessary because of one of the reason listed in Procedure 9.01.01.
- d. Commissioners Court Approval If a competitive bid would normally have been required under Article VII hereof to accomplish the purchase, the Commissioners Court must, by order, accept the certification of the official and enter it into the minutes of the Commissioners Court at its next meeting, together with authorization of the exception from the requirements of Article VII.

## 8.02 Sole Source Defined, Procedures.

8.02.01 A purchase qualifies as "Sole Source" purchase when the item or service requested can only be obtained from one source, including;

- a. Item from which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies;
- b. Films, manuscripts or books;
- c. Electric power, gas or other utility services
- d. Captive replacement parts or components for equipment.

8.02.02 Sole Source purchases are handled the same as other purchases, with these exceptions:

- a. If the requesting department determines that the item is a Sole Source item, a statement must be attached to the Form HCPD-01 stating that a sufficient number of vendors have been contacted to determine that only one practical source of supply exists. The Requisition is otherwise completed in the normal manner.



# Purchase Order COUNTY OF HIDALGO

PO# 821202

DATE: 09/16/20

PAGE NO: 1 Of 1

PO TYPE: RTB

VENDOR: 401374

REQ: 00420811

PHONE: (956) 683-4000

EMAIL:

SHIP TO: COUNTY JUDGE

100 E. CANO STREET  
2ND FLOOR  
EDINBURG TX 78539

AIM MEDIA TEXAS OPERATING, LLC  
D/B/A THE MONITOR BUSINESS OFFICE  
P.O. BOX 3267  
MCALLEN TX 78502

CONTACT: Josie Gonzalez

(956) 318-2600

SITE: COUNTY JUDGE

CONTRACT NO:

**SPECIAL INSTRUCTIONS:**

**VENDOR NOTES**

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1.00		EX Target Display - \$4,000 digital media 1.9M - 3.4 Million Impressions	4,000.0000	4,000.00
1.00		EX Facebook Digital media \$3,600 Daily Reach 37K - 108K	3,600.0000	3,600.00
1.00		EX YouTube PreRo digital media \$5,000 390K - 900K	5,000.0000	5,000.00
1.00		EX Video Production :15 Second Motion Graphics Video	.0000	.00
		<b>TOTAL:</b>		12,600.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		***** For Hidalgo County use only 0-1100-413-00-110-082-0-540		12,600.00

Authorized by: \_\_\_\_\_

*Martha L Salazar*  
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