



2802 S. Bus. Hwy 281
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www.co.hidalgo.tx.us/purchasing

MEMORANDUM

(Approval of Specifications)

TO: Hon. David L. Fuentes, Commissioner
Hidalgo County Precinct 1
Attn: Amy Saenz-Smith / David Suarez

TO: Hon. Eduardo "Eddie" Cantu, Commissioner
Hidalgo County Precinct 2
Attn: Erika Zamora / Armando Garza Jr.

TO: Hon. Everardo "Ever" Villareal, Commissioner
Hidalgo County Precinct 3
Attn: Norma Ceballos / Martin Garza

TO: Hon. Ellie Torres, Commissioner
Hidalgo County Precinct 4
Attn: Leticia Saenz / Velinda Reyes

From: Jaime Rivas, Contract Specialist I
Hidalgo County Purchasing Department

Date: February 4, 2021

Subject: Approval of Specifications: RFB: 2020-543 – "Purchase of Concrete Mix & Delivery"

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 Contract Specialist in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext. #4875.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: _____ YES / _____ NO/ _____ Other

(Specify) _____

BUDGET ACCOUNT #: 11200-431-00-124-007-0-610

	<u>TONY FORINA</u>	<u>FIELD OPS</u>	<u>2/10/2021</u>
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: jaime.rivas@co.hidalgo.tx.us by no later than Monday, February 8 @ 10:00 A.M. For placement on the next Commissioner's Meeting, Tuesday February 16, 2021.

Enclosures

8) LOCATIONS/DELIVERY INSTRUCTIONS:

Bidder shall conduct all deliveries during normal business hours of 8:00a.m.-5:00p.m. CST, Monday through Friday, excluding County Holidays. Vendor will make arrangements with the user department (as stated below) before scheduling service to insure County personnel will be available to sign the required manifest documents.

DEPARTMENTS	ADDRESS/LOCATION	POC (point of contract)	PHONE #
Precinct No. 1	Mile 11 N. & 1½ Miles W. from FM 1015 Sunrise Hill Park, Weslaco, TX. 78596	Saul Garcia, Field Operations	(956)968-8733
Precinct No. 2	4011 S. Veterans Blvd., San Juan, TX. 78589	Armando Pompa Field Operations	(956)787-1891
Precinct No. 3	7 Mile Line & Iowa Rd., Mission, TX. 78572	Saul Ramirez Field Operations Director	(956)585-4509
Precinct No. 4	1051 N. Doolittle, Edinburg, TX. 78542	Roman Rodriguez	(956) 383-3112

9) TERMS & CONDITIONS:

- a) The term of the bid contract will be for a period of one (1) year. Hidalgo County may in its sole discretion elect the option to extend the contract additional one (1) year term under the same rates, terms and conditions.
- b) 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.
- c) Hidalgo County reserves the right to hold the bids received for a period of ninety (90) days without taking action hereon.
- d) Hidalgo County reserves the right to award the bid to one or multiple bidders; whichever is in the best interest of the County.
- e) 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 advantageous to the County.
- f) Any contract awarded to a successful bidder will be in effect until:
 - (a) The contract expires,
 - (b) Delivery and acceptance of products and/or performance of service ordered,
 - (c) Terminated by County with thirty (30) days written notice prior to cancellation.
- g) After bid is awarded and low bidder(s) default(s) in meeting the general instructions to bidders and/or comply with contractual agreement, Hidalgo County reserves the right to seek services from the next low bidder(s). In such event, County shall charge the successful bidder(s) the difference for any additional cost of such item(s).
- h) It is understood and agreed that in case Hidalgo County should need **“Concrete Mix”** and it is not available within the time frame needed from the successful Bidder during the term of this contract, Hidalgo County reserves the right to purchase these items from other sources other than the successful Bidder and shall not be in violation of any terms or conditions of said contract.

pay the vendor the difference between the contract price and the price adjustment.

3. **Timeframe for Adjusted Price Increases:**

Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4. **Allowable Review Periods:**

Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

5. **Dollar Limit to Price Changes:**

The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:

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 onto Hidalgo County

Further information required for this project can be addressed to, Hidalgo County Purchasing Department at (956) 318-2626. 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. Business Hwy 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

Submission to Questions:

All written inquiries will be accepted via e-mail to

ACKNOWLEDGMENT FORM

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

Company's Name: _____

Address: _____ **/Branch Address:** _____

City/State/Zip Code: _____

Phone Number: _____ **Fax No.:** _____ **Cell No.:** _____

Plant No.: _____ **Fax No. :** _____

Authorized Signature: _____

Email Address: _____

Print Name: _____ **Date:** / /

Title: _____