
PROCUREMENT OVERVIEW

THE RESPONDENT IS RESPONSIBLE FOR READING AND UNDERSTANDING ALL DOCUMENTS, FORMS, SPECIFICATIONS, AND INSTRUCTIONS WITHIN THIS ENTIRE DOCUMENT. Follow all instructions; you are responsible for obtaining any information needed in order to respond to this RFB. Further, the Respondent is responsible for providing any and all relevant information necessary for this bid. Failure to do so will be at the Respondent's risk and may result in rejection of the Bid as non-conforming.

General Requirements apply to all advertised solicitations; however, these may be superseded, whole or in part, by OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your bid package is complete.

INTRODUCTION

Hidalgo County Precinct No. 4 (hereinafter referred to as "COUNTY") is seeking to contract with a responsible bidder for Pit Run Caliche Base. Sealed Bids will be received for "**Hidalgo County Precinct No. 4** (including all funding sources, programs, and entities **Pit Run Caliche Base (on an as-needed basis)**", in accordance with the requirements attached hereto as **Appendix "A"**. The response should address all requirements. Respondent may suggest substitutions of features which they feel would be in the best interest of COUNTY; however, a strong rationale must be presented for any deviation from the requirements to be included on the Deficiencies and Deviations form "Appendix L". COUNTY reserves the right to reject the deviation and its effect on the overall response.

AWARD

Hidalgo County may award the bid to one (1) bidder or to multiple bidders, whichever is in the best interest of the County.

TERM

It is intended that the initial contract term will be for one (1) year with the County's option to renew/extend for an additional one (1) year, under the same rates, terms, and conditions. Hidalgo County reserves the right to continue this for an additional sixty (60) day grace period at the end of the contract term for the unforeseen delay in award of the next contract.

GENERAL REQUIREMENTS

One (1) original (pages one-sided marked original) and two (2) USBs in original PDF format. Further instructions are listed below under **VENDOR INSTRUCTIONS**. For convenience, the Bidder may utilize the Shipping Label provided in **Appendix "N"**.

SUBMISSION DEADLINE AND BID OPENING

All submissions must be received on or before , November 17, 2021, at 9:30 am. **Any submission received after this deadline will not be accepted and will be returned unopened to sender.**

BID OPENING STREAMING

Due to the ongoing pandemic, and in order to abide by social distancing protocols and/or any applicable order(s), the Hidalgo County Purchasing Department is limiting the number of participants allowed in our office during bid openings to authorized personnel only; however, this is a public bid opening and it can be accessed via a live stream or by calling in the day of the event.

Live stream:

<https://hidalgocounty.zoom.us/j/96464676754?pwd=K1hiY3YxN0xPem5pd2xZazYzWHF4UT09>

Meeting ID: 964 6467 6754
Passcode: 545411

Dial by your location: +1 346 248 7799 US (Houston)
To find your local number: <https://hidalgocounty.zoom.us/j/96464676754>
Join by SIP: 96464676754@zoomcrc.com

HAND-DELIVERED BID

Hidalgo County requires bidders, when hand-delivering bid, to make sure that it is stamped with the date and time received by the Hidalgo County Purchasing staff.

ELECTRONIC TRANSMISSION OF SUBMISSION

Hidalgo County Purchasing Department will not accept telegraphic or electronically transmitted submissions.

DELIVER TO:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Director
ATTN: Jireh S. Lira Cabello
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Director
ATTN: Jireh S. Lira Cabello
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

SIGNING OF SUBMISSION

In order to be considered, all submittals **must** be signed by an authorized representative of the firm. **Please sign the original in blue ink.**

QUESTIONS AND ANSWERS

Questions must be submitted via email to Jireh.lcabello@co.hidalgo.tx.us **Wednesday, November 10, 2021, at 3:00 P.M.** Responses to submitted questions will be emailed to all participants who obtained their procurement packet directly from Hidalgo County Purchasing Department by **Friday, November 12, 2021.** Telephone inquiries will not be accepted.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS

It is the responsibility of the submitter to review the procurement packet and to notify the Hidalgo County Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition or clarification on any requirements that are ambiguous. Any such protest or question regarding the requirements or bidder procedures must be received in writing via email by the deadline stated for Questions and Answers.

COST OF SUBMISSION

Hidalgo County will not be liable for any costs incurred by the vendor in preparing a response to this procurement packet. Each Offeror acknowledges it is submitting a response at its own risk and expense. Further, no reimbursement for such charges or expenses shall be passed onto Hidalgo County. Hidalgo County makes no guarantee that any products or services will be purchased as a result of this solicitation and reserves the right to reject any and all submissions received. All responses and accompanying documentation will become the property of Hidalgo County.

WAIVING OF INFORMALITIES

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

NOTICE OF COMMUNICATION

All communications by a vendor to the county, its officials, and department heads regarding this procurement shall be done through the Hidalgo County Purchasing Department. No vendor, its' representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that this procurement packet is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or negotiation with a vendor which has been specifically authorized by the governing body.

VENDOR INSTRUCTIONS

Responses to this procurement packet shall be formatted and organized in the following order for consistency and easy screening:

- All submissions must be typed, single-spaced, and printed single-sided on 8 ½" by 11" paper.
- One (1) original, **pages one-sided marked "ORIGINAL"** and two (2) USBs in PDF format. The original document must be submitted with a Cover Page containing the information listed in the Submission Outline/Checklist, under the Submission Cover Page. Two (2) USBs containing the complete response in PDF, Word, and/or Excel format must be provided and placed in the ORIGINAL response. The PDF document must also be signed. A self-adhesive packet may be used to secure the USB. The USB must also be properly labeled.
- The complete response must be sealed in an appropriately sized envelope or box for delivery to the Hidalgo County Purchasing Department, per instructions in the Procurement Packet Submission paragraph of the Legal Notice section contained within this procurement packet.
- All documents must be labeled with the vendor's name and the RFB number. Any response received by the Hidalgo County Purchasing Department that is not identified on the outside with the RFB number will be at risk for rejection.
- Each section of the vendor's response should start on a new page. A tabbed divider page marked with the section number should be used to separate each section.
- Prepare a Table of Contents for the response being submitted and place it after the Submission Cover Sheet and before Section I. The Table of Contents must list all Sections and the contents of each section as listed in **Appendix "A"**.
- The response must be in the order listed in the Submission Outline/Checklist below.

SUBMISSION OUTLINE/CHECKLIST

To assist in ensuring all submissions received are complete, it is recommended for the Offeror to use this Submission Outline as a Checklist prior to submitting a response. All Responses must be submitted in the following order with the guidelines provided in Vendor Instructions within this section of this solicitation:

_____ **Submission Cover Sheet** - Must include the following:

- Company Name, Company Address, Company Phone Number
- Project Name: Sealed Submission for **Pit Run Caliche Base**
- Procurement Number: RFB No. 2021-153-11-17-JLC
- Opening Date: Wednesday, November 17, 2021
- Opening Time: 9:30 am

_____ **Table of Contents**

_____ **Section I: Executive Summary and Required Documents** (signed and filled)

- Executive Summary
 - Company name and address; name, title, email, telephone, and fax number of the person to be contacted for clarifications or additional information regarding Bid; and
 - Name, title, email, telephone, and fax number of the person authorized to contractually obligate vendor's company with bid and any future documentation.
 - Required Documents
 - **Legal Notice Acknowledgement**
 - **Appendix "A"- Requirements/Specifications**
 - **Appendix "B" – BID PAGE**
 - **Appendix "C" – Insurance Requirements**
 - Proof of Insurance
 - Insurance Requirement Acknowledgement
 - Project Requirements Acknowledgement
 - **Appendix "D" – Conflict of Interest Questionnaire**
 - CIQ Form – Copy of County Clerk File with fee receipt (when applicable)
 - Form 1295
 - **Appendix "E" – Vendor Forms**
 - Vendor Application
 - HUB Declaration
 - W-9
 - **Appendix "F" – Certification Regarding Debarment**
 - Signed Certification
 - SAM.gov Registration Acknowledgement
 - **Appendix "H" – Contracts Under Federal Award 2 – CFR 200 (If applicable)**
 - Byrd Anti-Lobbying Contract Clause
 - 2 CFR 200 Certification
 - **Appendix "J" – Respondent's Affidavit**
 - **Appendix "L"- Deficiencies and Deviations form (If Applicable)**
 - **Appendix "M"- (If Applicable)**
 - **Addenda (when applicable; see Addenda under Legal Notice)**
- _____ **Section II: Vendor Information**
- _____ **Section III: Vendor Delivery**
- _____ **Section IV: Specifications of Required Goods**
- _____ **Section V: Legal Documents (If Applicable)**