

Upper Valley Mail Services, LLC

**1418 Beech Ave #109
McAllen, Texas 78501
956-668-7876**

**Hidalgo County
"Mailing Services"**

**RFSQ No: 21-176-04-08-JLC
April 08, 2022
3:00 p.m.**

Upper Valley Mail Services, LLC
1418 Beech Ave Ste 109
McAllen TX 78501

Patrick Hettler, President



**HIDALGO COUNTY
PROCUREMENT PACKET**

**Request for Sealed Quotes
RFSQ No: 21-176-04-08-JLC**

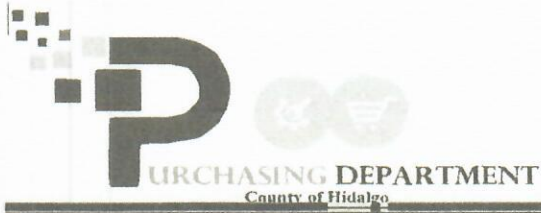
“Mailing Services”

**Acceptance Due Date:
Friday, April 08, 2022 at 3:00 PM**

Eduardo Belmarez, MBA, CPM
Purchasing Director

Project Contact Information:

Jireh Lira Cabello, Contract Specialist I
(956) 318-2626 Ext. 4868
jireh.lcabello@co.hidalgo.tx.us



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

March 23, 2022

Upper Valley Mail Services, LLC
Company Name

Patrick Hettler
Authorized Representative

1418 Beech Ave Ste 109
Address

McAllen TX 78501
City, State Zip Code

RE: HIDALGO COUNTY - REQUEST FOR SEALED QUOTES
RFB NO.: 21-176-04-20-JLC - Mailing Services

Dear Prospect Offeror:

Hidalgo County Purchasing Department welcomes and appreciates your interest and participation. For your review and consideration, enclosed find the procurement packet for the aforementioned project. Modifications and new requirements have been added and implemented. Please ensure to carefully read and review all instructions, requirements and specifications.

If assistance is required, please do not hesitate to call the Purchasing Department at (956) 318-2626.

Sincerely,

Eduardo Belmarz, MBA, CPM
Hidalgo County Purchasing Director

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LEGAL NOTICE

LEGAL NOTICE DECLARATION

TO: Eduardo Belmarez, MBA, CPM, Purchasing
Director **ATTN:** Jireh Lira Cabello, Contract Speciali
Hidalgo County Administration Building/Purchasing Department
2802 S. Business Hwy. 281
Edinburg, Texas 78539

RE: RFSQ 21-176-0 -08-JLC "Mailing Services"

By providing a response to this solicitation, we acknowledge receipt of all of the pages of in this procurement packet. We understand that Hidalgo County reserves the right to reject any or all submissions, and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

We acknowledge that we have examined this procurement packet in its entirety, and are familiar with the conditions to be met. In accordance with the Specifications, and subject to all laws and regulations of the United States, State of Texas, and local laws, we propose and commit to furnish all labor, equipment, material, software, and services as set forth in the documents herein before mentioned. Any purchase order or contract resulting from this process shall be considered null and void if the successful respondent fails to comply with any federal, state or local laws.

We acknowledge that we are providing the required certifications, attestations, verifications and/or acknowledgments as referenced within this procurement packet. We further acknowledge that any and all specifications, provisions, and attachments of this response are incorporated into and made a part of any resulting agreement.

We agree that this response shall be good, and may not be withdrawn for a period of ninety (90) calendar days after the scheduled bid opening time and date for receiving the requested solicitation, as contained in the Specifications.

Lastly, we understand that any questions regarding compliance should be directed to our firm's legal counsel. We acknowledge that the individual authorized to bind the company is signing this Acknowledgement Form. By signing this Acknowledgement Form we understand we are providing written verification and certification of the aforementioned, and the County cannot execute a contract for goods or services without this declaration.

Respectfully submitted,

Firm: Upper Valley Mail Services, LLC
Address: 1418 Beech Ave Ste 109, McAllen, TX 78501
Printed Name: Patrick Hettler
Title: President
Signature:  Date: 4/5/2022



APPENDIX A

REQUIREMENTS SCOPE OF SERVICES

REQUIREMENTS/SPECIFICATIONS

SCOPE OF WORK:

The Hidalgo County Purchasing Department is seeking sealed quotes from qualified vendors to provide services in accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. These services will be on an "As Needed Basis".

SPECIFICATIONS, REQUIREMENTS:

1. There will be a daily pick up, bar coding, sorting and delivery (**postage excluded**) of **all** qualifying U.S. Mail (packages, flats, letters, postcards, etc.), including UPS, Federal Express, Lone Star Overnight, non-freight packages, etc.
2. All costs submitted should be all inclusive, and no additional costs should be added
3. There are no minimum daily quantities
4. All services within this solicitation are on an "As Needed Basis" on an "As Needed Basis"
5. The postage of all mail will continue to be processed by the Central Mail Room. The standard operating procedures for both the Hidalgo County Courthouse and Administration Building to date; has been that the Facilities Management personnel picks up the department's outgoing mail on a daily basis and delivers it to the Central Mail Room, where it is stamped. Vendor shall inform the Central Mail Room personnel of any special mail rates (i.e., postcards, over-night packages, etc.) to ensure that all reduced rates that the vendor receives are passed onto Hidalgo County.
6. Mailing Service shall be by an **insured and bonded carrier**. All mail will be picked up and delivered on **all** government operating days; on a set daily pick-up and delivery time (schedule). The departments opting to receive this mail pick up service shall coordinate with the service provider. Once a schedule is agreed upon, there shall be no deviations in the routine without the department's prior consent.
7. Mail will be picked up from the Central Mail Room located at the Hidalgo County Courthouse in Edinburg **and all** of the opting Hidalgo County departments and programs (i.e., satellite locations, WIC Offices, Precinct Offices, CSA, and Head-Start sites, etc.) requesting mailing services, on an "**As Needed Basis**"
8. The mail will be processed and delivered as applicable (i.e., 1st class, standard mail, 3rd Class, International, parcel post, priority mail, express mail and USPS bulk rate drop) to the post office location which is most advantageous to Hidalgo County (either the Edinburg or McAllen Post Office) on the same day the mail is picked up.
9. The awarded bidder shall submit to Hidalgo County a detailed monthly invoice of daily mailing services.
10. The awarded bidder shall sort all barcodes:
 - a) All qualifying envelopes and flats, from one (1) ounce to one (1) pound;
 - b) Post Cards (at a special mailing rate defraying the barcoding cost); and
 - c) Packages exceeding one (1) pound.



APPENDIX B

BID PAGE

MAILING SERVICES AND BAR CODING		
DESCRIPTION	PICK UP AND DELIVERY	BAR CODING
Price per Letter Picked Up:	- 0 -	\$ 0.069
Price per Package Picked Up:	- 0 -	\$ 0.069
Price per Bulk Items Picked Up:	- 0 -	\$ 0.069
Other Prices, If Applicable, See Below, (i.e., Post Cards, Federal Express, Lone Star Overnight, etc.):		
Price per Post Card Picked Up:	- 0 -	\$ 0.055
Price per Federal Express Picked Up:	- 0 -	- 0 -
Price per Lone Star Overnight Picked Up:	- 0 -	- 0 -
Price per UPS Package Picked Up:	- 0 -	- 0 -
<p>NOTE: Vendor is to provide a Price Schedule to facilitate the tabulation of the bid received.</p> <p>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.</p>		

INTERNAL USE ONLY: Commodity Code# 915-58

Bidders Name: Upper Valley Mail Services, LLC
 Address: 1418 Beech Ave Ste 109
 City/State/Zip Code: McAllen, TX 78501
 Phone No: (956) 668-7678 Fax No: (956) 630-0825
 Authorized Signature: 
 Printed Name: Patrick Hettler Date: 4/5/2022
 Title: President Email: postman217@aol.com



Upper Valley Mail Services, LLC
 1418 Beech Ste 109
 McAllen TX 78501
 (956)668-7678

for HIDALGO COUNTY
 "Mailing Services"
 RFSQ No: 21-176-04-08-JLC

LETTERS

Weight Not Over (ounces)		USPS rate applied	UVMS Fee	Total Cost
1		0.426	0.069	0.495
2		0.426	0.069	0.495
3		0.426	0.069	0.495

FLATS

Weight Not Over (ounces)		USPS rate applied	UVMS Fee	Total Cost
1		1.00	0.069	1.069
2		1.20	0.069	1.269
3		1.40	0.069	1.469
4		1.60	0.069	1.669
5		1.80	0.069	1.869
6		2.00	0.069	2.069
7		2.20	0.069	2.269
8		2.40	0.069	2.469
9		2.60	0.069	2.669
10		2.80	0.069	2.869
11		3.00	0.069	3.069
12		3.20	0.069	3.269
13		3.40	0.069	3.469



APPENDIX C

INSURANCE REQUIREMENTS

INSURANCE REQUIREMENT ACKNOWLEDGEMENT

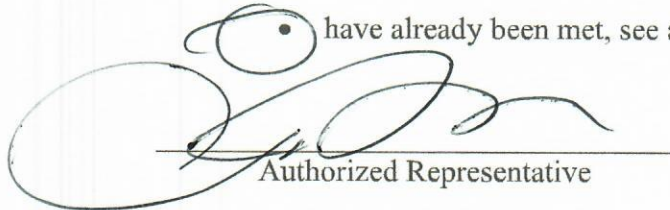
I, Patrick Hettler, authorized representative for Upper Valley Mail Services, LLC,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of award of the project by the Hidalgo County Commissioners' Court;
- will acquire additional amount needed to meet the County's requirements within 10 working days after notification from Purchasing Department of award of the project by the Hidalgo County Commissioners' Court; currently carry the following:

Professional Liability (Errors & Omissions): \$ _____
Automobile Liability: \$ _____ General Liability: \$ _____

- have already been met, see attached copy of certificate of insurance.


Authorized Representative

4/5/2022
Date

Notice to Bidder:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department in order to qualify for award of the project and to execute a contract between your Company and the County.

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the award of the project to be rescinded and then re-awarded to next qualified vendor. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST BE ACCOMPANY YOUR RESPONSE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/5/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 1400 N McColl Rd Suite 105 McAllen TX 78501	CONTACT NAME: Mary Villarreal	
	PHONE (A/C, No, Ext): 956-668-3515	FAX (A/C, No): 956-687-1286
E-MAIL ADDRESS: mvillarreal@higginbotham.net		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Upper Valley Mail Services LLC 1418 Beech Ste 109 McAllen TX 78501	UPPER3 INSURER A : Texas Mutual Insurance Company	22945
	INSURER B : Allstate	29335
	INSURER C : Travelers Casualty Insurance Company Of America	19046
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 87592861

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6808G1083342242	2/22/2022	2/22/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			648921797	2/22/2022	2/22/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0001290472	7/19/2021	7/19/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg TX 78539	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, Patrick Hetter, possess all of the **APPLICABLE**:

1. Licenses: _____

2. Bonds: _____

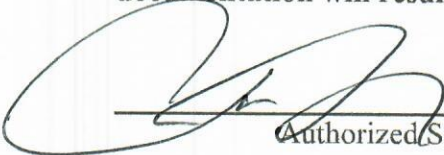
3. Certificates: MASS certification

4. Permits: _____

5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this project, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

*** Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid or response.**



Authorized Signature

4/5/2022

Date

Upper Valley Mail Services, LLC

Company

1418 Beech Ave Ste 109

Address

McAllen, TX 78501

City, State, Zip

MASSTM

UPPER VALLEY MAIL SERVICES

RAF SMARTMATCH (03 . 01)

MODEL: MSML-45-R

SERIAL: 030139

CODING ACCURACY ANALYSIS

J a n u a r y 2 5 , 2 0 1 8

AS PERFORMED BY

**NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001**



APPENDIX D

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

N/A

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes


No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

N/A

7 
Signature of vendor doing business with the governmental entity

4/5/2022
Date



APPENDIX E

VENDOR ENROLLMENT SOLUTION and HUB DECLARATION

VENDOR ENROLLMENT SOLUTION

The Vendor Registration Form has been automated and will only be accepted through online submission. The Vendor Registration Form can be found on the Hidalgo County website: <https://www.hidalgocounty.us>, Home > Departments > Purchasing > Potential Vendors, or by using the link: <https://www.hidalgocounty.us/2912/Potential-Vendors-ConsiderMe>.



ConsiderMe

A Vendor Enrollment Solution



Register ➡ Get Listed ➡ Be Considered

Upon submission, you will receive an automatic confirmation email response advising your form has been successfully submitted. All submissions are reviewed by the Purchasing Department in the order they are received. Upon review and verification, approved vendors will be placed on our Potential Vendors List. Any incomplete submissions will be rejected and returned to the vendor to correct.

If you have any questions regarding the Vendor Registration Form please call the Purchasing Department at (956) 318-2626 or email us at vendor.application@co.hidalgo.tx.us.

For new Vendors:

As part of your procurement packet response, a copy of the confirmation email received is required.

For Current Vendors:

If your Company is a current active Vendor doing business with Hidalgo County, please submit this page and provide your Vendor Number below:

Vendor No.: 217182

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other _____

Indicate Certification No(s): _____ or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____




APPENDIX F

CERTIFICATION REGARDING DEBARMENT

**Certification
Regarding Debarment, Suspension and Ineligibility**

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature: 
Print Name: Patrick Hettler
Title: President
Telephone Number: (954) 668-7678
Date: 4/5/2022

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.



APPENDIX J

PROPOSER'S AFFIDAVIT


**EXHIBIT J
PROPOSER'S AFFIDAVIT**

**PROPOSER'S AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, AND
ANTI-LOBBYING**

STATE OF TEXAS
COUNTY OF HIDALGO

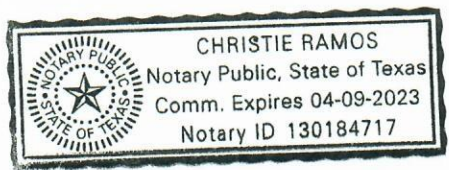
Affiant, Patrick Hettler, being first duly sworn, deposes that:

- (1) Affiant does hereby state neither the proposer nor any of the proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or another proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or another reward will be hereinafter paid.
- (2) Affiant further states they have neither recommended nor suggested to Hidalgo County or any of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.
- (3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.
- (4) Affiant further states no officer, or stockholder of the proposer is a member of the staff, or related to any employee of Hidalgo County except as noted herein below:

Signature/Title: 

Subscribed and sworn to before me this 5 day of April, 2022.


Notary Public



My commission expires: April 9, 2023



APPENDIX L

DEFICIENCIES AND DEVIATIONS FORM



APPENDIX M

REFERENCE FORM

REFERENCE FORM

Respondent's involvement with reference checks is not permitted. Only Hidalgo County Purchasing Department or authorized designees will conduct reference checks. Any deviation to this may result in rejection of your response.

Reference One

Client's Name: Sharyland ISD
Type of Organization: School district
Address: 1243 US Business B3, Mission TX 78572

Contact Person: Ana Gutierrez Title: _____
Telephone: (956) 580-5200 E-Mail: accounts.payable@sharylandisd.org

Project Information:

Name of Project: Mail Services
Scope of Work: Mail pick up, barcode, sort, deliver to Post Office.

Contract Period: From over 20 years ago to Present
Cost: Projected \$ _____ Actual \$ _____
Timeframe (include unit measure) Projected _____ Actual _____
Status as of _____ (circle one): complete in progress canceled.
Date

Reference Two

Client's Name: Mission CISD
Type of Organization: School district
Address: 1201 Bryce Dr, Mission TX 78572

Contact Person: Irene Numz Title: _____
Telephone: (956) 323-5500 E-Mail: ap@mcisd.org

Project Information:

Name of Project: Mail Services
Scope of Work: Mail pick up, barcode, sort, deliver to Post Office

Contract Period: From over 20 years ago to Present
Cost: Projected \$ _____ Actual \$ _____
Timeframe (include unit measure) Projected _____ Actual _____
Status as of _____ (circle one): complete in progress canceled.
Date

Reference Three

Client's Name: UTRGV
Type of Organization: University
Address: 1201 University Dr, Edinburg, TX 78539

Contact Person: Dario Sanchez Title: _____
Telephone: (956) 381-2270 E-Mail: dario.sanchez@utrgv.edu

Project Information:

Name of Project: Mailing Services
Scope of Work: Mail pickup, barcode, sort, deliver to Post office

Contract Period: From Over 20 years ago to Present
Cost: Projected \$ _____ Actual \$ _____
Timeframe (include unit measure) Projected _____ Actual _____
Status as of _____ (circle one): complete in progress canceled.
Date

Reference Four

Client's Name: Brownsville Rehabilitation Services
Type of Organization: Medical office
Address: _____

Contact Person: Christina Achleitner Title: owner
Telephone: (956) 792-4567 E-Mail: cachleitner24@gmail.com

Project Information:

Name of Project: Mail Services
Scope of Work: Mail pick up, meter, barcode, sort, deliver to post office.

Contract Period: From 2017 to Present
Cost: Projected \$ _____ Actual \$ _____
Timeframe (include unit measure) Projected _____ Actual _____
Status as of _____ (circle one): complete in progress canceled.
Date