

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**SERVICE CONTRACT
C-08-114-06-03**

THIS CONTRACT is made and entered into this 3rd day of **June**, 2008 by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Government Records Services, Inc.** a **Delaware** Corporation. ("Company").

WHEREAS, Company responded to advertised notices for bids for “ **Conversion of Vital Records from Paper to Digital Images**.” (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of such specifications and bid being attached hereto as Exhibits "A" and "B" respectively, and incorporated herein for all purposes (the "Specifications"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agree that this Contract is entered into in order to provide the Services to locations at **Hidalgo County Clerk's Office**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.
2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance with the

Specifications within **Hidalgo County** following a request for Services by the **Department Head**, his designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a ninety (90) day time frame.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and

unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by either party without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

WITNESS our hands in duplicate originals this _____ day of _____, 2008 .

COUNTY OF HIDALGO

ATTEST:

By: _____
Juan D. Salinas, III, County Judge

Arturo Guajardo Jr., County Clerk

COMPANY: Government Records Services, Inc.

-
By: _____
Printed Name: _____
Title: _____

Approved by Commissioners' Court on, 3rd day of June, 2008.

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By: _____

**EXHIBIT “A”
SPECIFICATIONS**

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE

"CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES"

RFP NO. 2008-114-05-14-otm

REQUIREMENTS, SPECIFICATIONS AND QUALIFICATIONS

PROJECT SCOPE:

Proposer will convert vital records which include birth, delayed birth and death records from paper to digital images. Convert paper images to TIFF format as acceptable to Hidalgo County Clerk's Office to integrate with the current system-using Resolution 300 DPI or better. Convert **approximately** 500,000 vital record documents from varied size paper to highest quality possible digital TIFF images.

IMAGE SCANNING RELATED TASKS AND WORKFLOW:

- (1) In order to minimize any inconvenience to the public and/or Hidalgo County Clerk's Office, the proposer's personnel must perform all scanning on site or within a two (2) mile range of the Hidalgo County Clerk's Office. The books will be prepped for scanning/indexing by removing staples and paper clips. After scanning, books/documents/files will be reassembled and reinserted into the file in the order found.

100% of images must be individually viewed and quality assured by a human to ensure image quality. Proposer must provide a 100% quality assurance guarantee on all images. Images deemed not adequate by Hidalgo County Clerk's Office must be re-scanned at no cost to Hidalgo County.

- (2) Proposer will return books/documents/files to the Hidalgo County Clerk's office at the conclusion of the project. Project duration is scheduled for completion within a ninety (90) day time frame. **Timeframe is NOT negotiable.** Proposer will be required to hand deliver birth or death records to the County Clerk's Office as needed, while the proposer is in possession of the county's records.

COMPLETED PRODUCT

At the completion of the project, the proposer will deliver converted images on USB external hard drives. Proposer must provide one back-up copy on CD or DVD. Proposer must warrant all data and images for two (2) years. All fees must be factored in the per document price such as travel and other expenses.

VENDOR REQUIREMENTS

- Proposer must submit a project plan that explains how the project will be done along with a time line of the total project;
- Will store all data off site;
- All processing must occur in the State of Texas (information can not leave Texas);
- Utilize paper scanning with automatic exposure, de-skew, de-speckle and auto-cropping.

VITAL RECORD COUNTS (estimate)

Birth Records (1985 to present have been scanned)

- 2100 books
- 150 pages per book
- page sizes - $9\frac{1}{2} \times 7\frac{1}{2}$, $8\frac{1}{2} \times 7$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 6$
- Total records 315,500

CORRECTIONS

- 127 Books
- 150 pages per book
- page sizes $9\frac{1}{2} \times 7\frac{1}{2}$, $8\frac{1}{2} \times 11$, $5\frac{1}{2} \times 9$
- Total records 19,050

DELAYS

- 361 Books
- 100 pages per book
- page sizes $9\frac{1}{2} \times 7\frac{1}{2}$, $8\frac{1}{2} \times 11$
- Total records 36,100

DEATH RECORDS

- 672 books
- 150 pages per book
- page sizes $9\frac{1}{2} \times 7\frac{1}{2}$, $8\frac{1}{2} \times 11$
- Total records 100,800

INDEX BOOKS

- Birth 21 books: 700 pages per book = 14,700 pages
- Delay 6 books: 700 pages per book = 4,200 pages
- Death 4 books: 700 pages per book = 2,800 pages
- Page Sizes: 15×18 , $8\frac{1}{2} \times 14$
- Total: 21,700 pages

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE "CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES" RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

ALL PROPOSAL DOCUMENTS PART OF FINAL CONTRACT

Any proposal documents, letters, and materials submitted by the Proposer shall be binding and included as part of the final contract. Unauthorized conditions, limitations or provisions attached to this proposal may render it informal and may cause it's rejection.

EQUAL EMPLOYMENT OPPORTUNITY

The Proposer awarded a contract shall not discriminate against any employee and applicant for employment because of race, color, religion, sex, age, marital status, or national origin. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer, rate of pay or other forms of compensation and selection for training, including apprenticeship. In the even to of Proposers noncompliance with the provisions of this clause, the contract may be canceled, terminated or suspended in whole or in part and the Proposer may be declared ineligible for further County contracts. The rights and remedies of the County provide din this paragraph shall not be exclusive but are in addition to any remedies provided by law.

CONTRACT PERFORMANCE

The performance of the contract resulting from this proposal shall be governed by and interpreted under and construed according to the laws of the State of Texas. Venue is Hidalgo County.

NOTICE

Any notice, demand, request, consent approval or communication that either party desires or is required to give the other party shall be in writing and either services personally or sent by pre-paid first class mail, or the equivalent thereof by private carrier. Any such writing shall be addressed to:

**Martha L. Salazar, CPPB/ Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Business Hwy 281 (New Administration Building)
Edinburg, Texas 78539**

INDEMNIFICATION

The Proposer agrees to defend, indemnify and hold harmless the County of Hidalgo, it's officers, agents, employees and volunteers for any and all liability caused by the negligence or willful act of the Proposer arising out of the performance of this agreement, and to pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees relating thereto, without set-off due to the Proposer's rights, if any, to apportionment between joint tort feasors. This indemnity obligation extends to but is not limited to all acts, omissions, and active and/or passive negligence by the CONTRACTOR. Nothing contained in this indemnity provision shall be construed to require the CONTRACTOR to indemnify the County in contravention of Section 2782 of the Civil Code.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE "CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES" RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

EXAMINE SPECIFICATIONS

Proposer shall thoroughly examine and be familiar with the specifications. The failure or omission of any Proposer to receive or examine any form, instrument, addendum or other document, or become acquainted with all existing conditions shall in no way relieve any Proposer from any obligations with respect to Proposer's offer or to the contract. The submission of a Proposal shall be taken as prima facie evidence of compliance with this submission.

Should a Proposer find discrepancies in or omissions from proposal documents or other contract document, or should be in doubt as to their meaning, he/she shall at once notify the Hidalgo County Purchasing Department: Martha Salazar, Purchasing Agent who is the County's representative. The Hidalgo County Purchasing Department will send written instructions to all Proposers. Neither the County nor its representative will be responsible for any oral instructions. No interpretations will be issued later than one (1) calendar day before the proposal date so that all inquiries can be answered in writing and distributed to all Proposers in the form of addendum to the RFP in ample time before the proposal opening date.

SPECIFICATION CHANGES

The County, may, during Request for Proposal period, advise the Proposer in writing of additions, omissions or alterations in the specifications. All such changes shall be included in the Request for Proposal and become part of the specifications as if originally submitted.

AMENDMENTS

No Proposer is authorized to amend any of the Request for Proposal requirements in any respect, by an oral statement, or to make any representation or interpretation in conflict with their provisions. If necessary, supplementary information in addendum form will be mailed or faxed to all prospective Proposers. Failure of any Proposer to not have received such an addendum shall not relieve such Proposer from any obligation under his/her Proposal as submitted.

WRITTEN QUESTIONS WILL BE ACCEPTED NO LATER THAN WEDNESDAY, APRIL 30, 2008 AT 5:00 P.M.. RESPONSES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY FRIDAY, MAY 2, 2008. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

OPENING OF PROPOSALS

Proposals will be accepted at and no later than **9:30 A.M., WEDNESDAY, May 14, 2008**. No decision/award will be made at the time of acceptance..

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE "CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES" RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

INSURANCE REQUIREMENTS (REFER TO EXHIBIT C)

During the term of this Agreement, Proposer will carry and maintain in full force, insurance of the following types and minimum amounts with a company or companies as are acceptable to County, insuring Proposer while Proposer is performing duties under this Agreement.

- A) **Worker's Compensation-** A program of Workers' Compensation Insurance or a state approved self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of Texas.
- B) **Comprehensive General Liability Insurance-** The policy shall have combined single limits for bodily injury and property damage of not less than Five Hundred Thousand Dollars (\$500,000.00).
- C) **Automobile Liability-** Proposer agrees to hold harmless and indemnify the County for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this agreement.
- D) **Additional Names Insured-** All policies, except for Workers' Compensation shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of performance of services.
- E) **Policies Primary and Non-Contributory-** All policies required above are to be primary and non-contributory with any self insurance programs carried or administered by the County.
- F) **Proof of Coverage-** Proposer shall immediately furnish certificates of insurance to the County evidencing the insurance coverage, including endorsements above required, prior to the commencement of performance of services, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the County and proposer shall maintain such insurance from the time Proposer commences performance of services hereunder until the completion of such services.
- G) **Payment Withheld-** If Proposer does not obtain the described insurance, or if County is not furnished at the time specified with the requisite insurance certificates, or if the described insurance is terminated, altered, or changed in a manner not acceptable to County, the County may withhold payments to the Proposer or terminate this agreement.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm

GENERAL INFORMATION/REQUIREMENTS

- H) **Liability-** Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve Proposer from liability in excess of such coverage, nor shall it preclude the County from taking such other actions as available to it under any other provision of this agreement or otherwise in law.

BID/PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT: (REFER TO LEGALNOTICES, PAGE 4 OF THE RFP)

If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total price. A bid bond must be executed with a surety company authorized to do business in the State of Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

PAYMENT DISCOUNTS- Any discounts offered by the Proposer must allow for payment after receipt and acceptance of services, material or equipment and correct invoice, which ever is later. In no case will the discount be considered in the evaluation of Proposals that requires payment in less than 30 days.

STANDARD OF PERFORMANCE- Proposer shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession. All products or services provided to the County under this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person practicing in the Proposers profession.

ASSIGNMENTS- Inasmuch as this Agreement is intended to secure the specialized services of the Proposer, Proposer may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of Hidalgo County. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

TERMINATION- If the Proposer breaches or habitually neglects the proposer's duties under this Agreement without curing such breach or neglect upon fifteen (15) working days written notice, the COUNTY OF HIDALGO may, by written notice, immediately terminate this Agreement without prejudice to any other remedy to which COUNTY may be entitled, either at law, in equity, or under this Agreement. In addition, either party may terminate this Agreement upon thirty (30) days written notice to other party.

Exhibit A

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COST PROPOSAL

Cost proposals are to be provided in the manner described herein. ***Cost proposals are to be submitted in a separate sealed envelope.***

When submitting pricing information, Proposer must provide a detailed breakdown of all costs associated with scanning.

COST INFORMATION

Proposer's are to use the following cost information sheets and submit this sheet in a separate sealed envelope. Should more space be needed, Proposers are encouraged to attach supporting information to each Cost Information Sheet.

Exhibit A

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RFP NO. 2008-114-05-14-otm

COST PROPOSAL

COST INFORMATION WORKSHEET

Total Cost of Official Records Project: \$ _____

Please provide a detailed listing of service prices on a single unit basis (unless specified). This form can be expanded as required. Please submit any exceptions as an attachment(s).

Task	Unit	Unit Cost	Total
Scanning	500,000 (pages)		

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE "CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES" RFP NO. 2008-114-05-14-otm

RFP RESPONSE CONTENT

RESPONSE

Proposers are to respond to all information requested in this RFP. Brochures and advertisements will not be accepted as a substitute for these requirements. A qualified proposal must address all items.

CONTENT

Proposals shall be organized and submitted in the format below. When replying to a particular paragraph or question, ensure that your response references the section and paragraph that asks that question. Proposers must submit one (1) original and Nine (9) copies of their proposal. The original must be labeled "**Original**" and each copy "**Copy**". **Proposer must provide written agreement to all response content items.**

Proposals submitted must contain the following information to be considered.

1. A brief cover letter
2. Identification sheet, Reference sheet
3. RFP Content Requirements and Scope of Work (read carefully)
4. Signed Addenda (If applicable)
5. Cost Proposal (one copy) in separate sealed envelope

EVALUATION CRITERIA

Proposer will address all components and requirements of this RFP. Contract will be awarded to proposer proving the best response to this RFP as determined by the Hidalgo County Clerk's Office. Pricing will be taken into consideration. Hidalgo County Clerk's Office reserves the right to negotiate with the proposer(s) considered to be best suited for contract award, award contract without negotiation or reject all offers.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE
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PROPOSAL AWARD

AWARD OR REJECTION OF PROPOSALS

A. PHASE I

Proposals will be examined as to whether or not proposers responded in accordance with the following requirements.

- I. Proper completion and submittal of all required proposal documents.

Proposers who do not respond in accordance with any of the above requirements will be immediately disqualified.

B. PHASE II

- I. Evaluation/Scoring

The County of Hidalgo will evaluate each proposal in the following categories. The relative weight as follows:

Categories for Evaluation/Scoring		Points
1	References	20
2	Content and Format of Proposal	10
3	Methodology, Experience and Expertise	35
4	Cost Proposal (Separate in sealed envelope)	35
	Total Possible Score	100

Cost proposals shall be in a separate sealed envelope, clearly marked with the RFP number and your company's name.

The County reserves the right to reject any or all proposals or parts thereof, and to award the contract to the Proposer whose response is most advantageous to the County. False, incomplete or unresponsive statements in connection with a proposal submittal may be sufficient cause for rejection. The County will be the sole judge in making such determination.

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 the County.

Exhibit A

HIDALGO COUNTY CLERK'S OFFICE "CONVERSION OF VITAL RECORDS FROM PAPER TO DIGITAL IMAGES"

RFP NO. 2008-114-05-14-otm

PROPOSAL AWARD

REFERENCES

References are used to assist in determining the Proposer's ability to perform the services and provide the equipment as requested in the RFP. References will be contacted and asked the same questions. Additional questions may be asked to support the base questions.

PHASE III- AWARD SELECTION PROCESS

Additional questions may be asked of Proposers and interviews may be conducted. Proposers will be notified of any additional required information or interviews after the written proposals have been evaluated.

Interviews will be held with whom the County deems as the most qualified respondents. The Proposer selected will enter into a contract with the County.

A Notification of Intent to Award may be sent to any Proposer selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, the County may negotiate a contract with the next highest scoring Proposer or withdraw the RFP.

**EXHIBIT “B”
FEE SCHEDULE**



expertise in action™

Exhibit.

HIDALGO COUNTY CLERK'S OFFICE

**"CONVERSION OF VITAL RECORDS
FROM PAPER TO DIGITAL IMAGES"
RFP NO. 2008-114-05-14-otm**

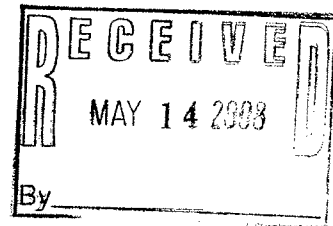
COST PROPOSAL COST INFORMATION WORKSHEET

Total Cost of Official Records Project: \$47,500.00

Please provide a detailed listing of service prices on a single unit basis (unless specified). This form can be expanded as required. Please submit any exceptions as an attachment(s),

Task	Unit	Unit Cost	Total
Scanning	500,000 (pages)	\$.095 scan, Load and make security film	\$47,500.00

Prices are firm for 90 days after the bid opening date.



**EXHIBIT “C”
INSURANCE**

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

7/1/2008

DATE (MM/DD/YYYY)
4/28/2008

PRODUCER LOCKTON COMPANIES, LLC-N DALLAS
717 N. HARWOOD, LB#27
DALLAS TX 75201
214-969-6700

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED 1025979
Affiliated Computer Services, Inc.
ACS State & Local Solutions, Inc.
2828 N. Haskell
Dallas TX 75204

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Company	22667
INSURER B: Indemnity Insurance Co of North America	43575
INSURER C: Lexington Insurance Company	19437
INSURER D:	
INSURER E:	

COVERAGES AFFCO01 AJ

THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	HDQG23716902	7/1/2007	7/1/2008	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ISAHO8233019	7/1/2007	7/1/2008	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT \$ XXXXXXXX OTHER THAN EA ACC AGG \$ XXXXXXXX
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> UMBRELLA FORM RETENTION \$	NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX \$ XXXXXXXX \$ XXXXXXXX
B A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? NO If yes, describe under SPECIAL PROVISIONS below	WLRC44468864 (ALL OTHER) WLRC44468906 (AZ, CA) SCFC44468943 (WI)	7/1/2007 7/1/2007 7/1/2007	7/1/2008 7/1/2008 7/1/2008	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C		OTHER Employer's Excess Indemnity (TX)	EPIC5356336	7/1/2007	7/1/2008	\$1M per person; \$10M per occ.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Employer's Excess Indemnity coverage provides excess limits over and above the employer's ERISA qualified non-subscriber benefit plan. Re: Conversion of Vital Records from Paper to Digital Images - RFP # 2008-114-05-14. This certificate is only for RFP purposes and has been issued in compliance with ACS' policies and procedures. Proposal due date: 05/14/08. Hidalgo County, its officers, employees, and volunteers are included as Additional Insured on GL and AL where required by written contract.

CERTIFICATE HOLDER

3639254
Hidalgo County Purchasing Department
Attention: Martha Salazar, CPPB, Purchasing Agent
Administration Building
2812 S. Business Hwy. 281
Edinburg TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

[Handwritten Signature]