

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

**SERVICE CONTRACT
C-10-025-02-16**

THIS CONTRACT is made and entered into this 16th day of **February, 2010** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Gateway Printing & Office a Texas Corporation**. ("Company").

WHEREAS, Company responded to advertised notices for bids for "**PRINTED ITEMS AND RELATED SUPPLIES**" 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" ("Vendor's Bid") respectively, and incorporated herein for all purposes (the "RFB Packet"); 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. 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 **Commissioners' Court** or their 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 period of one year beginning **February 16, 2010** and ending on **February 15, 2011**. Hidalgo County at its sole discretion may elect the option to extend the contract for one (1) additional year at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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 equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo
Attn: County Judge
100 E. Cano
Edinburg, Texas 78539**

If to Company **Gateway Printing & Office
315 S. Closner
Edinburg, Texas 78539**

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or 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. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

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 _____, 2010.

COUNTY OF HIDALGO

ATTEST:

By: _____
Rene A. Ramirez, County Judge

Arturo Guajardo Jr., County Clerk

COMPANY: _____

By: _____

Printed Name: _____

Title: _____

APPROVED BY COMMISSIONES COURT: _____

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

By: _____
Stephen L. Crain

EXHIBIT "A"
REQUEST FOR BIDS (RFB)
PROCUREMENT PACKET



PURCHASING DEPARTMENT
County Of Hidalgo

**REQUEST FOR BID (RFB)
CHECKLIST**

**Hidalgo County
"Printed Items and Related Supplies"
Bid No: 2010-025-01-27-YZV**

1. Request For Bid Letter.
2. Request for Bid, Legal Notice, consisting of 8 pages.
3. Exhibit "A" Specifications consisting of 22 page.
4. Exhibit "B" Bid Page consisting of 12 page.
5. Exhibit "C" Insurance Requirements consisting of 4 pages.
6. Exhibit "D" CIQ Conflict of Interest Questionnaire, consisting of 1 pages.
7. Vendor/Bidder Application and W-9 form consisting of 6 pages.
8. Draft Service Contract consisting of 6 pages.
9. Certification Regarding Debarment 1 pages.

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Martha L. Salazar

Martha L. Salazar, CPPB
Purchasing Agent

JAN 11 2010

Date



PURCHASING DEPARTMENT
County Of Hidalgo

January 11, 2010

RE: Hidalgo County
Request for Bids – Hidalgo County
"Printed Items and Related Supplies"
Bid Nº 2010-025-01-27-YZV

Dear Sir or Madam

Enclosed please find a Request for Bid (RFB) packet for your review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the bid process.

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

Sincerely,

Martha L. Salazar, CPPB

Hidalgo County Purchasing Agent

MLS/yzv

Bid No: 2010-025-01-27	Buyer: Yolanda Z. Velasquez	Tel. No: (956) 318-2626
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REQUEST FOR BIDS

HIDALGO COUNTY DEPARTMENT "PRINTED ITEMS AND RELATED SUPPLIES"

BID OPENING DATE

JANUARY 27, 2010

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Business Hwy 281 Administration Building
Edinburg, Texas 78539
956 318-2626

Form HCPD-03

1. Sealed bids will be received for **"Printed Items and Related Supplies-Hidalgo County"** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.
2. One (1) original and Three (3) copies of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **"BID-2010-025-01-27-YZV-Printed Items and Related Supplies – Hidalgo County "**and in County's Purchasing Department, 2802 S Business Highway 281, Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, JANUARY 27, 2010. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO "REQUEST FOR BIDS-2010-025-01-27-YZV-RFB-Printed Items and Related Supplies- Hidalgo County"**. Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County.
3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."
4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.
5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles

and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. DELIVERY INSTRUCTIONS:
 - . No deliveries accepted after 3:00 P.M., Monday-Friday.
 - . At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
 - . If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626
15. BILLING AND PAYMENT INSTRUCTIONS:
 - . Invoices must include:

- a) Name and address of successful bidder
- b) Name and address of receiving department or official
- c) Purchase Order Number (if any)
- d) Notation - "**Printed Items and Related Supplies -Hidalgo County**" Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

- . Discount payments will be considered when offered.
- . Contact person for Billing and Payment questions:

Hidalgo County – Auditor’s Office
 Ray Eufracio, County Auditor
 2812 S. Business 281
 Edinburg, Texas 78539
 (956)318-2511

16. Schedule of Events

Bid Opening, 9:30 AM	<u>JANUARY 27, 2010</u>
Award of Contract	_____, 2010
Commence Work or Deliver Products	_____, 2010

17. Bid or Performance Bond and Debarment Certification; Payment Under Contract:

- 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 contract price. A bid bond must be executed with a surety company authorized to do business in 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 45CFR Part 76.
- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.
- If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.
- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by

Tex. Govt. Code Ch. 2253.

- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

18. Ethical Standards:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

19. Disclosure of Conflict of Interest

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered

null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

20. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
21. Bids, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
22. Minimum Standards For Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - . Be able to comply with the required or proposed delivery schedule;
 - . Have a satisfactory record of performance;
 - . Have a satisfactory record of integrity and ethics;
 - . Be otherwise qualified and eligible to receive an award.
23. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
24. 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 services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.
25. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

- A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the specifications.
26. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.
27. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
28. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
29. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
for
HIDALGO COUNTY
"Printed Items and Related Supplies"
BID NO.: 2010-025-01-27-YZV

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S Business Highway 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____
Address: _____
By: _____
Printed Name: _____
Title: _____

EXHIBIT "A"
HIDALGO COUNTY-RFB Nº 2010-025-01-27-YZV
"PRINTED ITEMS AND RELATED SUPPLIES"

The Hidalgo County Purchasing Department is seeking bids from qualified vendors to provide all materials, supplies, equipment, tools, services and labor necessary on "Specialty Printed Items and Related Supplies" on an "**As Needed Basis**" including, but not limited to, the following:

Specifications:

Specifications: Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.

Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional cost. **Samples** will be provided to County Department(s) designee, prior to printing, for approval by Hidalgo County Departments designee(s). **Proofs:** When requested, proofs shall be supplied prior to printing at no additional cost to the County. The proof shall then be dated, signed by user department(s) and returned to vendor prior to printing.

Pick-up and Delivery Requirements: Successful bidder shall pick-up orders at Hidalgo County Department(s), if requested by Hidalgo County Department(s) and shall deliver all completed work to the addresses listed on the County Purchase order. Inside delivery locations will be stated on each Hidalgo County Purchase Order. Inside delivery shall be included in the bid price.

Pricing: All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. Any costs associated with the following: additional set-up fees, change fees, typesetting fees or delivery fees must be included in the bid prices. Hidalgo County will not accept or pay additional costs such as mentioned above.

Paper Stock: Paper stock shall be the same or better stock quality as sample provided.

Packaging: Packaging of forms shall be boxed in quantities standard to the industry. All packages shall be marked with form number and Hidalgo County purchase order number on outside.

Book/Booklets: For items which are shown in description as "book and booklet" the quantity shall be bid as the number of book/booklets (not number of individual sheets, etc.)

Sample Review: This printing includes various items and forms. Bidder shall assume sole responsibility for viewing these samples in order to submit a bid consistent with requirements of the County. Failure to do so may result in rejection of bid. Bidders are strongly encouraged to review the samples prior to submitting a bid. **Bidder wishing to view forms before submitting a bid may do so by requesting an appointment via E-mail to: yolanda.velasquez@co.hidalgo.tx.us. When discrepancy occurs between specifications and sample, the sample shall prevail.**

It is not necessary for bidders to submit bids for all sections to be considered for an award. However, bidder is expected to submit pricing for all items within each section that the bidder chooses to respond, in order to be considered for award for that particular section.

Over runs: Hidalgo County shall not pay for over-runs. Vendor is cautioned to provide only the quantity of print copies as stated on the Purchase Order. Any over-runs delivered to the County shall be considered as a donation and no additional fees will be allowed and/or paid.

CD –Samples of most of the printing forms will be provided to all bidders in a CD File for your review and consideration.

Specifications: Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.

SECTION I: CONSTABLES

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No 1:			
<ul style="list-style-type: none"> BUSINESS CARDS – 3 ½" x 2", Blue Ink, w/Watermark Seal (Seven individuals) Single sided flat print, Landscape layout 	500 per box	7 persons/ 1 box per each	
<ul style="list-style-type: none"> FIELD CONTACT CARD – Index Card 5" x3",Black Ink, Double sided flat print, white stock card 	2,000		
<ul style="list-style-type: none"> BUILDING CHECK CARD – 4 ½" x 5 ½" – Black Ink, Single sided flat Print w/2 Logos (black ink) white stock card 	500 ea		
<ul style="list-style-type: none"> WARNING CARD – 4 ½" x 5½" – Black Ink, Single Sided flat Print w/2 Logos (black ink) Neon Orange Stock Card 	2,000		
<ul style="list-style-type: none"> NOTICE/AVISO – DOOR HANGER CARD 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut 	5,000		
<ul style="list-style-type: none"> VEHICLE IMPOUNDMENT –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book 	100 books of 25 sheets per bk		
<ul style="list-style-type: none"> HIDALGO COUNTY CONSTABLE PCT. 1 WARNING BOOK – 6" x 4 ¼" -2 part white and canary yellow paper sequence, black ink single sided flat print, 50 sheets per book 	200 books of 50 pages per bklt.	Top Glue Bind	
<ul style="list-style-type: none"> TICKET BOOK – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book 	200 books of 50 pages per bk	Starting Number CA 1000 Top Bind	
<ul style="list-style-type: none"> OFFICIAL RECEIPT FOR CONSTABLES FEES – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out rcpt) 	10 books of 100 sheets per bk.	Starting Number 10050-1 Side Glue bind	

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No 2:			
<ul style="list-style-type: none"> • LETTERHEAD PAPER – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, black/gray ink, watermark seal, 5,000 sheets per box 	2 boxes of 5,000		
<ul style="list-style-type: none"> • BUSINESS CARDS – 3 ½" x 2", Black Card w/ Gold Lettering w /Seal, Single sided print, landscape layout 	3 bxs of 1,000		
<ul style="list-style-type: none"> • BUSINESS CARDS - 3½" X 2", Black ink Raised Lettering, w/Seal, Single sided print, landscape layout 	4 bxs of 1000		
<ul style="list-style-type: none"> • ENVELOPES W/CONSTABLE LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, Black Ink, 	4 boxes of 500		
<ul style="list-style-type: none"> • OFFICIAL RECEIPT FOR CONSTABLES FEES – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink Commencing Number 8693, three (3) Receipts per page, 100 sheets per book, Die cut (tear out receipt) 	20 books of 100 sheets per bk	Starting Number 8693 Side Glue Bind	
<ul style="list-style-type: none"> • TICKET BOOK – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book 	50 books of 20 sheets per bk	Starting Number 2600 Top Bind	
<ul style="list-style-type: none"> • WARNING FLYERS - Size: 8 ½" x 11", Peel Stick, Neon Yellow, Black ink one sided flat print, 5,000 per box 	4 boxes of 5,000		
<ul style="list-style-type: none"> • ADVERTENCIA FLYER- Size 8 ½" x 11", Peel Stick, Limeade Green, Black ink one sided flat print, 5,000 per box 	4 boxes of 5,000		
CONSTABLE PRECINCT No. 3:			
<ul style="list-style-type: none"> • LETTERHEAD PAPER – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, 2 Color Ink (Blue/Gold),w/seal (gold/blue), 500 sheets per ream 	4 reams		
<ul style="list-style-type: none"> • NOTICE/AVISO – DOOR HANGER CARD 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side - Spanish other side) Neon Orange Card Stock w/die cut 	5,000	Double sided print English & Spanish	
<ul style="list-style-type: none"> • ENVELOPES W/CONSTABLE LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box 	4 bxs /500		

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No. 3 CONTINUATION:			
<ul style="list-style-type: none"> • VEHICLE IMPOUNDMENT –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book 	80/25 per bk		
<ul style="list-style-type: none"> • BUSINESS CARDS - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, 500 per box, 8 individuals, landscape layout 	250 per box	8 persons/ 1 box per each	
<ul style="list-style-type: none"> • BUSINESS CARDS - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, landscape layout 	2 boxes of 1000		
<ul style="list-style-type: none"> • WARNING FLYERS – Size 8 ½" x 11", Peel Stick, Neon Orange, Black Ink one sided flat print 	750 sheets		
<ul style="list-style-type: none"> • ADVERTENCIA FLYERS – Size 8 ½" x 11", Peel Stick, Neon Limeade Green, Black Ink one sided flat print, 	750 sheets		
<ul style="list-style-type: none"> • WARNING NOTICE TO VACATE – Size 8½" x 11, Peel Stick, Neon Yellow, Black Ink one sided flat print, 	750 sheets		
<ul style="list-style-type: none"> • TICKET BOOK – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black and red ink flat print, number sequence in red ink, 25 sheets per book, 	40- booklets/ 25 sheets per bk	Starting No 6000 Top Glue Bind	
<ul style="list-style-type: none"> • OFFICIAL RECEIPT FOR CONSTABLES FEES – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out receipt) 		Starting Number 11162 Side Glue Bind	
<ul style="list-style-type: none"> • NOTICE/AVISO – DOOR HANGER CARD 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one Side / Spanish other side) Neon Orange Card Stock w/die cut 	500		
CONSTABLE PRECINCT No. 4:			
<ul style="list-style-type: none"> • LETTERHEAD PAPER – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, 2 Color Ink (Blue/Gold),w/seal (gold/blue), 500 sheets per ream 	2 reams of 500		
<ul style="list-style-type: none"> • NOTICE/AVISO – DOOR HANGER CARD 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one Side / Spanish other side) Neon Orange Card Stock w/die cut 	2,000 ea		

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No.4 CONTINUATION:			
<ul style="list-style-type: none"> ENVELOPES W/CONSTABLE LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box 	2 bxs. Of 500		
<ul style="list-style-type: none"> BUSINESS CARD- 3 1/2" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, 500 per box, 8 individuals, landscape layout 			
<ul style="list-style-type: none"> VEHICLE IMPOUND AND INVENTORY RECORD – 3 part NCR, Paper Color Sequence White, Canary Yellow & Pink, Black Ink with shading in gray and black, seal black/gray 		Box shading in both black and gray w/white lettering	
<ul style="list-style-type: none"> TICKET BOOK – 5 1/4" x 7 3/4" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 	40 books of 20 tickets per bk	Starting Number *****	

SECTION II: DISTRICT COURTS

206TH DISTRICT COURT:			
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black ink print, seal raised gold ink, 500 sheets per ream 	2 reams of 500		
<ul style="list-style-type: none"> ORDER OF RELEASE/ORDER OF COMMITMENT – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2nd and 3rd page front only (same as page 1) 	2,000/3 part	Top Glue Bind	
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box 	2 boxes of 500		
<ul style="list-style-type: none"> JUROR'S HANDBOOK PAMPHLETS -17 1/2" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper 	1,000		
<ul style="list-style-type: none"> BUSINESS CARDS - 3 1/2" X 2", Black ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout 	1,000		
<ul style="list-style-type: none"> JUROR TAGS - 3 1/2" x 2", Black flat Print, Red Paper Stock, Laminated w/thumb grip clip 	14		

DISTRICT COURTS CONTINUATION:

Description	Quantity	Special Instructions	Price
139TH DISTRICT COURT:			
<ul style="list-style-type: none"> BUSINESS CARDS - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout 	4 bxs. Of 500		
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , gold ink foil stamp seal, 500 sheets per ream 	4 reams of 500		
398TH DISTRICT COURT			
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black and red ink print , seal raised gold 	6 reams of 500		
<ul style="list-style-type: none"> BUSINESS CARDS - 3½" X 2", Ink -Black and Red Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout 	500 per box	5 persons 1 box per each	
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 	6 boxes of 500		
<ul style="list-style-type: none"> ORDER OF RELEASE/ORDER OF COMMITMENT – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2nd and 3rd page front only (same as page one) 	3,000 3-Part	Top Glue Bind	
449TH DISTRICT COURT:			
<ul style="list-style-type: none"> ORDER OF RELEASE/ORDER OF COMMITMENT – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2nd and 3rd page front only, with special instructions for upper and lower right hand corners 	500 ea	w/449 th District Court upper corner & Judges name on bottom Top glue bind	
<ul style="list-style-type: none"> BUSINESS CARDS - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal w/ black lettering, Single sided print-500 per box, 5 individuals, landscape layout 	5 boxes of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, raised Print, black ink and Gold foil seal w/black lettering 500 per box 	1 box of 500		
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Ivory Paper one sided print, raised black ink print , gold ink foil stamp seal w/black lettering, 500 sheets per ream, 	2 reams/ of 500		

SECTION III: COMMISSIONERS

Description	Quantity	Special Instructions	Price
COMMISSIONER PRECINCT 3:			
<ul style="list-style-type: none"> BUSINESS CARDS -- 3½" X 2", Ink -Black Raised Lettering, w/Gold Foil Seal , Single sided print, portrait business card layout, 500 per each 	1box of 500	9 persons 1 box per ea/ Portrait Card Layout	
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond White Paper one sided print, raised blue ink print , gold foil stamp seal w/blue lettering, 500 sheets per ream 	2 boxes/ of 500		
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond White Paper one sided print, raised blue ink print, 500 sheets per ream, 	2 boxes / Of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅞" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box 	2 boxes / Of 500		
<ul style="list-style-type: none"> LANDFILL FORM- Legal Size Paper 8½" x 14" - One sided print, Black ink, 100 sheets per tablet, Portrait Top glue bind 	50 Tablets of /100 sheets per	Glue Bind Top Tablet	
<ul style="list-style-type: none"> PARKING PERMIT- 3½" x 5 ½" Single sided print, White paper w/red lettering, glue bind top, 50 sheets per booklet 	12 / 50 sheets per	Glue Bind Top Booklet	

SECTION IV: JUSTICE OF THE PEACE:

Description	Quantity	Special Instructions	Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
<ul style="list-style-type: none"> APPLICATION FOR BIRTH OR DEATH RECORD- 8½" X 11" Page Size, Double sided print, black ink printing One side English other side Spanish 			
<ul style="list-style-type: none"> MAGISTRATE'S WARNING - 8½" X 11" Page Size, single sided print, black ink printing 			
<ul style="list-style-type: none"> COMMUNITY HOURS FORM- 8½" X 11" Page Size single sided print, black ink printing 			
<ul style="list-style-type: none"> PLAINTIFF'S ORIGINAL PETITION FORM - 8½" X 11" Page Size, Single sided print, black ink printing 2 pages 			
<ul style="list-style-type: none"> INSTRUCTIONS FOR FILING SUIT FORM - - 8½" X 11" Page Size, Single sided print, black ink printing, 2 pages 			

Description	Quantity	Special Instructions	Price
SECTION IV: JUSTICE OF THE PEACE -CONTINUATION			
<ul style="list-style-type: none"> DRIVING SAFETY COURSE REQUEST- - 8½" X 11" Page Size, Single sided print, black ink printing, 1 page form 2nd page – Half page – print 2 times – Die cut on center of page 			
<ul style="list-style-type: none"> APPLICATION FOR EMERGENCY COMMITMENT - 8½" X 11" Page Size, Single sided print, black ink printing, 4 page form 	1,000 ea page		
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , 500 sheets per ream 	1 ream of 500		
<ul style="list-style-type: none"> BUSINESS CARDS - 3½" X 2", Blue and red ink, flat print, w/red watermark Seal and lettering, Single sided print-500 per box, landscape layout 	2 boxes of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, no window, 	2 boxes of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window 	3boxes of 500		
<ul style="list-style-type: none"> PRINTED ENVELOPE- Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink. 500 per box 	3 BOXES OF 500		
<ul style="list-style-type: none"> CERTIFICATE OF VITAL RECORD PAPER – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED) 	1,000		
<ul style="list-style-type: none"> CERTIFICATE OF VITAL RECORD PAPER – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED) 	1,000		

SECTION V: DISTRICT ATTORNEY:

Description	Quantity	Special Instructions	Price
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , gold in foil stamp seal, 500 sheets per ream 	20 boxes of 500		
<ul style="list-style-type: none"> BUSINESS CARDS - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal and lettering, Single sided print-500 per box, landscape layout 	2 boxes of 500		
<ul style="list-style-type: none"> BUSINESS CARDS - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal and lettering, Single sided print-500 per box, landscape layout 	500 per box	10 persons/ 1 box per ea	
<ul style="list-style-type: none"> WORTHLESS CHECK AFFIDAVIT – 2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only 	10,000		

Description	Quantity	Special Instructions	Price
<u>DISTRICT ATTORNEY CONTINUATION:</u>			
<ul style="list-style-type: none"> HOT CHECK MAILER ENVELOPE– 11" x 6" Continuous Feed Paper, black ink printing 	15,000		
<ul style="list-style-type: none"> AUTHORIZATION FOR MEDICOLEGAL EXAMINATION - 8.5" X 11" Paper size, 3 Part NCR, Paper color sequence-White, Canary Yellow and Pink, Black ink printing, Single sided print 	500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window, (Checks Department) 	10 boxes of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and gold foil seal 500 per box, with window, (Misdemeanor Department) 	20 boxes of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink w/ gold foil seal 500 per box, no window 	8 boxes of 500		
<ul style="list-style-type: none"> VICTIM IMPACT STATEMENT - 8.5" X 11" Letter size paper, black ink print w/gold foil seal, double sided print 	5,000 per year		
<ul style="list-style-type: none"> RECEIPT - 8.5" X 11" Letter size Paper, watermark gray seal and lettering, 2 receipts per page, 	10,000		
<ul style="list-style-type: none"> CHECK WRITER FLYERS -8.5" X 11" Letter size paper, Canary Yellow Paper w/ white and red lettering on black background, Heavy weight paper, coated 80-110 lb. paper 	3,000	End on 2010 or beginning 2011	
<ul style="list-style-type: none"> MISDEMEANER COMPLAINTS - 8.5" X 11" Letter size paper, 3-part NCR, Black ink printing, continuous feed 	10,000		
<ul style="list-style-type: none"> CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box 	10 boxes of 1,000		
<ul style="list-style-type: none"> CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box 	10 boxes of 1,000		
<ul style="list-style-type: none"> CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box 	10 boxes of 1,000		

SECTION VI – ALL DEPARTMENTS:

Description	Quantity	Special Instructions	Price
VETERANS SERVICES:			
<ul style="list-style-type: none"> • LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat blue print, foil gold seal w/blue lettering, 500 per ream 	2 reams of 500		
<ul style="list-style-type: none"> • BUSINESS CARDS -- 3½" X 2", Ink -Blue Raised Lettering, w/Gold Raised Seal w/Blue lettering, Single sided print, portrait business card layout, 500 per each 	1 boxes of 500	4persons 1 box per ea/ Portrait Card Layout	
<ul style="list-style-type: none"> • BUSINESS CARDS -- 3½" X 2", Ink -Blue and Black Raised Lettering, w/Black Raised Seal, Single sided print, landscape business card layout, 500 per each 	2 boxes of 500		
COUNTY AUDITORS OFFICE:			
<ul style="list-style-type: none"> • LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat black ink print, watermark gray seal w/ light, dark gray and black shading 500 per ream 	2 reams of 500		
<ul style="list-style-type: none"> • LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat, w/gray watermark seal 500 per ream 	2 reams of 500		
PLANNING DEPARTMENT:			
<ul style="list-style-type: none"> • APPROVED APPLICATION – 5 ½" X 8 ½" – Development Permit Posted Cards: Florescent Lemon Color, 10 point thickness, 90lb card stock, white back, Numbered, Black ink w/Gray Watermark Seal 	7,600	This item needed later part of 2010 or Early 2011	
<ul style="list-style-type: none"> • RECEIPT BOOKS - 5 ½" X 8 ½"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Each page paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy 	27 Books of 100/Receipts Per book	Starting N ^o Precinct 1 RECEIPT N ^o 1-7294	
<ul style="list-style-type: none"> • RECEIPT BOOKS - 5 ½" X 8 ½"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy 	66 Books of 100/Receipts Per book	Starting N ^o Precinct 2 RECEIPT N ^o 2-1152	
<ul style="list-style-type: none"> • RECEIPT BOOKS - 5 ½" X 8 ½"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy 	27 Books of 100/Receipts per book	Starting N ^o Precinct 3 RECEIPT N ^o 3-10500	

Description	Quantity	Special Instructions	Price
<u>PLANNING DEPARTMENT – CONTINUATION:</u>			
<ul style="list-style-type: none"> • RECEIPT BOOKS - 5 1/2" X 8 1/2"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, (100 Receipts per booklet) Die cut (tear out receipt) Ea paper copy white-Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy 	30 Books of 100/Receipts per book	Starting N ^o Starting N ^o Precinct 4 RECEIPT N ^o 4-9972	
<ul style="list-style-type: none"> • CULVERT INSTALLATION WORK ORDER- 8.5" X 11", 4 Part NCR, Paper Sequence-White, Canary Yellow, Pink and Green, Pre-numbered, Routing White-Customer Copy, Canary Yellow-Auditor's Copy, Pink-Office Copy, Green-Permanent Copy 	12 Books / 25 Work orders per bk	Pre-numbered Starting N ^o 0002151	
<u>PUBLIC DEFENDER'S OFFICE</u>			
<ul style="list-style-type: none"> • BUSINESS CARDS - - 3 1/2" X 2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering, Single sided print-500 per box, landscape layout 	19 boxes of 500		
<ul style="list-style-type: none"> • LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality Bond Paper-Ivory Colored, one sided print, raised print black, foil gold seal w/black raised lettering, 500 per ream 	4 reams		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, raised black lettering, w/ foil gold seal w/black raised lettering seal 500 per box, window envelope 	8 boxes of 500 ea		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, raised black lettering, w/ foil gold seal w/black raised lettering seal 500 per box, Plain No window envelope 	8 boxes of 500 ea		
<u>JUVENILE JUSTICE CENTER:</u>			
<ul style="list-style-type: none"> • LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print blue, foil gold seal w/blue flat lettering, shading light blue 500 per ream 	10 reams	Light blue shading	
<ul style="list-style-type: none"> • VISITOR'S LABELS – 4 1/4" X 3 1/4", White, Blue Flat Print, w/Gold Foil Logo w/blue lettering, 6 self peel labels per page 	10,000 sheets		
<ul style="list-style-type: none"> • MAILING LABELS - 4 1/4" X 3 1/4", White, Blue Flat Print, w/Gold Foil Logo w/blue lettering, 6 self peel labels per page 	5,000 sheets		

Description	Quantity	Special Instructions	Price
JUVENILE JUSTICE CENTER – CONTINUATION			
<ul style="list-style-type: none"> BUSINESS CARDS - - 3½" X 2", Blue ink Raised Lettering, w/Blue and Gold Raised Seal w/ blue lettering, Single sided print-500 per box, landscape layout 	1 box of 500 ea		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue lettering, w/ foil gold seal w/blue flat lettering seal 500 per box, Plain no window envelope 	20 boxes of 500 ea		
<ul style="list-style-type: none"> POLICY AND PROCEDURES MANUAL - 8.5" X 11", 241 Sheets per book, w/Navy Blue 3 Ring Binder w/Clear Front, with 23 Tabs in each book 	20 Books / 241 per bk.		
<ul style="list-style-type: none"> ANNUAL REPORT 8.5" X 11" White Bond Paper, w/Blue Flat Print on cover stock. Plastic comb binding, front and back black ink printing, 	100 bks. /80 pages per bk.	One page colored picture	
TREASURER'S DEPARTMENT			
<ul style="list-style-type: none"> BUSINESS CARDS - - 3½" X 2", Green ink Raised Lettering, w/Green Raised Seal and lettering, Single sided print-250 per box, landscape layout 	500 per box	2 persons/1 box per each	
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat green lettering, w/ foil gold seal w/green flat lettering seal 500 per box, with window 	25-boxes 500 per box		
<ul style="list-style-type: none"> LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print green, foil gold seal w/green flat lettering, 500 per ream 	1 ream of 500	Item needed until later part of 2010 or early 2011	
COUNTY CLERKS OFFICE:			
<ul style="list-style-type: none"> RECREATIONAL FISHING REGULATIONS CARDS- 3½" X 2", Double sided print, black, blue, red, green ink, shading – light blue 	1,000	2010-2011 – YEAR ?	
<ul style="list-style-type: none"> RECREATIONAL HUNTING REGULATIONS CARDS - 3½" X 2", Double sided print, black, blue, red, green ink, shading – light blue 	1,000	2010-2011 YEAR?	
<ul style="list-style-type: none"> BUSINESS CARDS - - 3½" X 2", Blue and red ink Raised Lettering, w/ blue Raised Seal and lettering, Single sided print-500 per box, landscape layout 			
<ul style="list-style-type: none"> BUSINESS CARDS - - 3½" X 2", Blue and red ink Raised Lettering, w/blue Raised Seal and lettering, Single sided print-500 per box, landscape layout 			

SECTION VI ALL DEPARTMENTS CONTINUATION:

Description	Quantity	Special Instructions	Price
COUNTY CLERKS OFFICE – CONTINUATION			
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat blue and red print, w/ blue flat print seal 500 per box, with window 	40 boxes of 500 per box		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat blue and red print, w/ blue flat print seal 500 per box, plain with no window 	40 boxes of 500 per box		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window 	40 boxes of 500 per box		
<ul style="list-style-type: none"> • LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print blue/red ink, blue seal w/blue flat lettering, 500 per ream, Watermark seal 	30 reams of 500 sheets		
<ul style="list-style-type: none"> • CERTIFICATE OF WITHDRAWAL FROM BUSINESS-- 8.5" X 11", Black ink printing, blue border, Fine quality bond paper 	10,500 ea		
<ul style="list-style-type: none"> • ASSUMED NAME CERTIFICATE- 8.5" X 11" Form, Black border, Black ink printing, Double sided print, fine quality bond paper 	10,500 ea		
<ul style="list-style-type: none"> • NEWLY WED LETTER-- 8.5" X 11", Fine quality bond paper, Blue/Red/Black ink, double sided, flat print with/watermark seal 	10,000ea		
<ul style="list-style-type: none"> • SCRATCH PADS – 7" X 4 1/4" –Note pad, 	500 pads of		
HUMAN RESOURCES:			
<ul style="list-style-type: none"> • BUSINESS CARDS - - 3 1/2" X 2", Blue ink Raised Lettering, w/ gold foil stamp w/blue Raised lettering, Single sided print-500 per box, landscape layout 	500 per box	6 persons/ 1 box per ea	
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat blue, w/ gold foil stamp seal 500 per box, plain with no window 	4 boxes of 500 ea box		
<ul style="list-style-type: none"> • INTERVIEW WORKSHEET -- 8.5" X 11" Black ink printing, single sided 	5,000 ea		
<ul style="list-style-type: none"> • INTERVIEW SELECTION FORM-- 8.5" X 11" Black ink printing, gold seal w/black lettering 	5,000 ea		
<ul style="list-style-type: none"> • LETTERHEAD PAPER -- 8.5" X 11", Fine quality bond paper, blue lettering w/ gold foil stamp w/blue lettering, w/watermark print, 500 per ream 	20 reams of 500		

Description	Quantity	Special Instructions	Price
HUMAN RESOURCES CONTINUATION			
<ul style="list-style-type: none"> DRAINAGE DISTRICT #1 APPLICATION -- 8.5" X 11" page, White paper, double sided print, 2 sheet application, all black ink printing, minor gray shading 	4,000 ea page	2 pages double sided print	
<ul style="list-style-type: none"> COUNTY OF HIDALGO APPLICATION-- 8.5" X 11" Page, White Paper, double sided print, 2 sheet application, all black ink printing, minor gray shading 	12,000 ea page	2 pages double sided print	
<ul style="list-style-type: none"> SHERIFF DEPARTMENT APPLICATION - - 8.5" X 11" Page, White Paper, Single sided print, all black ink printing, 10 pages, 	10,000 ea page		
<ul style="list-style-type: none"> SICK LEAVE DONATION FORM-- 8.5" X 11" Page, black ink printing, Single sided print, 4,000 	4,000		
<ul style="list-style-type: none"> HIDALGO COUNTY EMPLOYEE MANUALS - 8.5" X 11" Page, Single sided black ink print, w/clear plastic cover page front and back in blue paper, white plastic comb binding 	3,500	158 page Manual w/Blue Cover Page front & back	
<ul style="list-style-type: none"> HIDALGO COUNTY PERSONNEL POLICY MANUAL-8.5" X 11" Page, w/4 index tab dividers per book, double sided black print for 54 pages, single sided print for 54 pages 	1,500	106 page Manual w/ Tan Color Cover & Back Page	
TAX OFFICE			
<ul style="list-style-type: none"> BUSINESS CARDS - - 3½" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print-500 per box, landscape layout 	60 bxs./of 500 box	30 persons/ 2 box per each	
<ul style="list-style-type: none"> LETTERHEAD PAPER -- 8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream 	20 Reams of 500	2 bxs of 10 reams of 500	
<ul style="list-style-type: none"> LETTERHEAD PAPER -- 8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream 	20 Reams of 500	2 bxs of 10 reams of 500	
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window (automobile License Dept) 	100 bxs of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black and red print, w/ black flat print seal 500 per box, with window, 	20 bxs of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window (TAX Assessor/Collector) 	400 bxs of 500		
<ul style="list-style-type: none"> ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window(Automobile License Dept) 	50 bxs of 500		

Description	Quantity	Special Instructions	Price
TAX OFFICE CONTINUATION:			
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window w/RETURN ADDRESS 	10 bxs of 500		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window 	30 bxs of 500		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - 10 1/2"x7 1/2" Double-prong metal clasp w/reinforced eyelets for a secure closure Brown Clasp Envelopes/ 100 per box w/ black ink printing and black ink seal 	10 bxs of 100		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - 12 1/2" x6 1/2" brown envelopes 500 per box w/ black ink printing and black ink seal w/gummed seal 	10 bxs of 500		
HEALTH AND HUMAN SERVICES:			
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 1/8" x 9 1/2", Standard Envelopes, flat blue, w/ blue flat print seal 500 per box, plain with no window 	80 boxes of 500 per box		
<ul style="list-style-type: none"> • LETTERHEAD PAPER -- 8.5" X 11", Fine quality bond paper, blue raised lettering w/ gold raised seal, 500 per ream 	20 reams of 500		
<ul style="list-style-type: none"> • RECEIPT BOOKS - 8.5" X 11" Page Size, 3 receipts per page, 3 part NCR, Paper sequence White, Canary Yellow and Pink, all black ink print, 150 receipts per book, Numbered, 4 part tear out receipt (die cut) 	130 books per year of 150 receipts per book	9 Different Number Sequence	
<ul style="list-style-type: none"> • APPLICATION FOR ON-SITE SEWAGE FACILITES- 8 1/2" X 11" Page Size, Two Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow 	4,000 per year		
<ul style="list-style-type: none"> • TECHNICAL INFORMATION FOR ON-SITE-8 1/2" X 11" Page Size, Two Part NCR, black ink printing, Paper color sequence: White, Canary Yellow, 	4,000 per year		
<ul style="list-style-type: none"> • AUTHORIZATION TO CONSTRUCTION-8 1/2" X 11" Page Size, Two Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow 	4,000 per year		
<ul style="list-style-type: none"> • SOIL EVALUATION REPORT INFORMATION 8 1/2" X 11" Page Size, Blue color ink printing, Double sided print 	4,000 per year		
<ul style="list-style-type: none"> • FOOD SERVICE INSPECTION REPORT8 1/2" X 11" Page Size, Black ink printing, 3 Part NCR, Paper color sequence: White, Canary Yellow and Pink , Double Sided Print, w/multiple gray shading 	6,000 to 8,000 yearly	Shading/double sided print	
<ul style="list-style-type: none"> • ON SITE SEWAGE INSPECTION REPORT - 8 1/2" X 11" Page Size, Three Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow and Pink 	4,000 per year		

Description	Quantity	Special Instructions	Price
HEALTH AND HUMAN SERVICES CONTINUATION			
<ul style="list-style-type: none"> • SERVICES OFFERED PAMPHLET –ENGLISH - 8½" X 11" Page Size, Coated paper , offset printing, various color images, with black ink printing, tri-fold pamphlet, Light blue paper, double sided print 	30,000 per year		
<ul style="list-style-type: none"> • SERVICES OFFERED PAMPHLET –SPANISH - 8½" X 11" Page Size, Coated paper , offset printing, various color images, with black ink printing, tri-fold pamphlet, Light blue paper, double sided print 	30,000 per year		
<ul style="list-style-type: none"> • KEEP YOUR GERMS TO YOURSELF-ENGLISH-8½" X 11" Page Size, Single sided print, green and black ink printing 	30,000 per year		
<ul style="list-style-type: none"> • CONTENGA SUS GÉRMENES-SPANISH-8½" X 11" Page Size, Single sided print, green and black ink printing 	30,000 per year		
<ul style="list-style-type: none"> • STOP THE FLU-8½" X 11" Page Size, Single sided print, black ink printing with/Yellow highlight 	30,000 per year		
<ul style="list-style-type: none"> • ALTO A LA GRIPE -8½" X 11" Page Size, Single sided print, black ink printing with Yellow highlight 	30,000 per year		
ADULT PROBATION DEPARTMENT:			
<ul style="list-style-type: none"> • APPOINTMENT CARDS - 8½" X 11" Page Size, black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 6 cards 	6,000 per year		
<ul style="list-style-type: none"> • PROBATIONER ACKNOWLEDGMENT FORM- 8½" X 11" Page Size, Single sided print, black ink printing 	2,000 per year		
<ul style="list-style-type: none"> • INITIAL ASSESSMENT FORM - Legal Size Paper 8½" x 14", Double sided print, black ink printing, 	1,000 per year		
<ul style="list-style-type: none"> • COURT INFORMATION FORM - 8½" X 11" Page Size, Double sided print, black ink printing 	1,200 per year		
<ul style="list-style-type: none"> • COMMUNITY SERVICE RESTITUTION ID CARD - 8½" X 11" Page Size, 110 lb. paper 4 cards per page, Black ink printing, double sided print, cut into 4 cards 	4,000 per year		
<ul style="list-style-type: none"> • COURT NOTES - 8½" X 11" Page Size, single sided print, black ink printing 	2,000 per year		
<ul style="list-style-type: none"> • COMMUNITY SERVICE RESTITUTION PROGRAM RULES - 8½" X 11" Page Size, single sided print, black ink printing 	2,000 per year		
<ul style="list-style-type: none"> • AUTHORIZATION TO RELEASE INFORMATION - 8½" X 11" Page Size, single sided print, black ink printing 	2,000 per year		

Description	Quantity	Special Instructions	Price
ADULT PROBATION DEPARTMENT – CONTINUATION			
<ul style="list-style-type: none"> • EMPLOYMENT SEARCH FORMS -8½" X 11" Page Size, single sided print, black ink printing 	1,000 per year		
<ul style="list-style-type: none"> • FAMILY HISTORY INFORMATION -8½" X 11" Page Size, Double sided print, black ink printing 	6,000 per year		
<ul style="list-style-type: none"> • FIELD VISIT LOG - 8½" X 11" Page Size, single sided print, black ink printing 	2,000 per year		
<ul style="list-style-type: none"> • GUN CONTROL ACT - 8½" X 11" Page Size, single sided print, black ink printing 	3,000 per year		
<ul style="list-style-type: none"> • GUIDELINES FOR PAYMENT TO THE ACCT. DEPT.- 8½" X 11" Page Size, Double sided print, black ink printing 	6,000 per year		
<ul style="list-style-type: none"> • HOME VISIT CARDS - 8½" X 11" Page Size, Double sided print, black ink printing, 110 lb. paper, 6 cards per page, cut into 6 cards 	1,000 per year		
<ul style="list-style-type: none"> • INTAKE CHECKLIST - 8½" X 11" Page Size, single sided print, black ink printing 	3,000 per year		
<ul style="list-style-type: none"> • LEAVE REQUEST - 8½" X 11" Page Size, single sided print, black ink printing (not cut) 	2,000 per year		
<ul style="list-style-type: none"> • INTAKE APPT. REFERRAL -8½" X 11" Page Size, Double sided print, black ink printing 	3,000 per year		
<ul style="list-style-type: none"> • MONTHLY REPORT (BY MAIL) -8½" X 11" Page Size, Double sided print, black ink printing English/Spanish 	3,000 per year		
<ul style="list-style-type: none"> • MONTHLY REPORT (IN PERSON) -8½" X 11" Page Size, single sided print, black ink printing 	3,000 per year		
<ul style="list-style-type: none"> • OFFICE RULES AND REGULATIONS - 8½" X 11" Page Size, Double sided print, black ink printing 	3,000 per year		
<ul style="list-style-type: none"> • PROBATIONER ACKNOWLEDGMENT FORM -8½" X 11" Page Size, single sided print, black ink printing 			
<ul style="list-style-type: none"> • PERSONAL DATA FORM - 8½" X 11" Page Size, Double sided print, black ink printing 	2,000 per year		
<ul style="list-style-type: none"> • PROBATIONER MONTHLY REPORT SIGN-IN-LEDGER -8½" X 11" Page Size, single sided print, black ink printing 	1,000 per year		
<ul style="list-style-type: none"> • PAYMENT SCHEDULE -8½" X 11" Page Size, Double sided print, black ink printing 	1,500 per year		

Description	Quantity	Special Instructions	Price
ADULT PROBATION CONTINUATION			
<ul style="list-style-type: none"> • RECEPTIONISTS' SLIPS - 8½" X 11" Page Size, Double sided print, black ink printing, 8 slips per page, cut into 8 individual slips 	1,000 per year		
<ul style="list-style-type: none"> • RECORDS CONTROL UNIT PROCESSING CHECKLIST - 8½" X 11" Page Size, single sided print, black ink printing (not cut) 	3,000 per year		
<ul style="list-style-type: none"> • R.C.U. INTAKE FILE TRACKING FORM - 8½" X 11" Page Size, single sided print, black ink printing 	3,000 per year		
<ul style="list-style-type: none"> • REFERRAL CARDS - 8½" X 14" Legal Page Size, single sided print, black ink printing, 110 lb paper, Green in color, 9 cards per page, cut into 9 cards 	1,000 per year		
<ul style="list-style-type: none"> • REASSESSMENT FORM - 8½" X 14" Legal Page Size, Double sided print, black ink printing 	1,000 per year		
<ul style="list-style-type: none"> • TCIC/NCIC REQUEST - 8½" X 11" Page Size, single sided print, black ink printing 	500 per year		
<ul style="list-style-type: none"> • SIGN-IN ROSTER - 8½" X 14" Legal Page Size, single sided print, black ink printing 	500 per year		
<ul style="list-style-type: none"> • SCANNING CHECKLIST - 8½" X 11" Page Size, single sided print, black ink printing 	3,000 per year		
<ul style="list-style-type: none"> • TEAS DPS INQUIRY LOG - 8½" X 11" Page Size, single sided print, black ink printing 	4,000 per year		
<ul style="list-style-type: none"> • TELEPHONE MESSAGE - 8½" X 11" Page Size, single sided print, black ink printing, 4 messages per page, not cut 	4,000 per year		
<ul style="list-style-type: none"> • TRAVEL PERMIT SLIPS - 8½" X 11" Page Size, Double sided print, black ink printing, 4 permits per page, not cut 	3,000 per year		
<ul style="list-style-type: none"> • TELEPHONE LOG- 8½" X 11" Page Size, single sided print, black ink printing 	1,500 per year		
<ul style="list-style-type: none"> • WEBSITE LOG - 8½" X 11" Page Size, single sided print, black ink printing 	2,000 per year		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window 	4 boxes of 500		
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window, 	4 boxes of 500		
<ul style="list-style-type: none"> • PRE-NUMBERED RECEIPTS – 9 ½" x 11" Paper size, continuous feed paper, letters and numbers in red ink print 	60,000 per year	Starting № AP 745406	

Description	Quantity	Special Instructions	Price
WIC OFFICE			
<ul style="list-style-type: none"> • APPOINTMENT/NOTICE SLIPS -8.5" X 11", Bond Paper – black ink flat print, double sided print, tri-fold, pink paper 	20,000		
<ul style="list-style-type: none"> • PROGRESS NOTES - 8.5" X 11" Bond Paper, black ink flat print, Single sided print 			
BORDER COLONIA ACCESS PROGRAM			
<ul style="list-style-type: none"> • LETTERHEAD PAPER-- 8.5" X 11", Fine quality paper, Raised lettering, blue ink, gold raised seal w/blue lettering 	2 boxes		
<ul style="list-style-type: none"> • BUSINESS CARDS -3½" X 2", Blue ink Raised Lettering, w/ gold raised seal w/blue Raised lettering, Single sided print-500 per box, landscape layout 	1 box of 500 per ea	2 persons	
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, raised blue ink print, w/ gold raised seal w/blue lettering 500 per box, with window 	1 box of 500		
H.I.D.T.A. TASK FORCE:			
<ul style="list-style-type: none"> • ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, with window 	4 boxes of 500		
<ul style="list-style-type: none"> • LETTERHEAD PAPER - -- 8.5" X 11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 	4 reams of 500		
<ul style="list-style-type: none"> • BUSINESS CARDS -3½" X 2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout 	1 box of 500 Per each	9 persons	
<ul style="list-style-type: none"> • MAILING LABELS – 3"X4" flat print, black ink w/gold foil stamp, 500 per roll 	Needed every other year		
<ul style="list-style-type: none"> • VEHICLE IMPOUNDMENT REPORT - 8.5" X 11" Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, one sided print 	500		
<ul style="list-style-type: none"> • RECEIPT FOR FORMS -8.5" X 11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print 	500		
<ul style="list-style-type: none"> • INVESTIGATIVE FILE JACKET – 9"X13" Page size, Light Blue Tag Board, Black ink front & back of front cover back page blank w/ two hole punch on top (centered) 			
<ul style="list-style-type: none"> • INVESTIGATIVE FILE JACKET – 9"X13" Page size, Canary Yellow Tag Board, Black ink front & back of front cover page only back page blank w/ two hole punch on top (centered) 			

Description	Quantity	Special Instructions	Price
H.I.D.T.A TASK FORCE CONTINUATION:			
<ul style="list-style-type: none"> DIVIDERS MULTI-COLOR – 9"x11" - 8 Tab Dividers per set, labeled, Multi Color 	400 sets purchase yearly		
<ul style="list-style-type: none"> NAME PLATE – Wood Base, w/Black, brass double mounted, w/2 seals , w/name and title 	On as needed basis		

TERMS AND CONDITIONS:

1. The initial term of the contract shall be for one (1) year and may be extended at the sole discretion of Hidalgo County for an additional one (1) year term under the same rate, terms and conditions.
2. Hidalgo County reserves the right to extend the contract for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delay in the procurement of subsequent bid process.
3. The bidder(s) whom are awarded the bid will ensure that all insurance documentation as per Exhibit "C" will be submitted to the Hidalgo County Purchasing Department on a timely manner.
4. Bid prices are to remain firm from BID AWARD DATE through the entire term of the contract.
5. All costs and expenses associated with the preparation and submission of RFB's shall be the responsibility of the bidder and not the reimbursements for such charges or expenses shall be passed onto Hidalgo County.
6. Hidalgo County reserves the right to award the bid to **MULTIPLE responsible low** bidders per section if the County determines it is in its best interest to do so.
7. Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County's best interest to do so.
8. 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.
9. All purchases will be on an "As Needed Basis", there are no set quantities to be purchased throughout the term of the contract.

Market Volatility and Unit Price Adjustments:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

- 1) **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.
 - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
 - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
- 2) **Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to 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.

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:

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding the RFB's be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA E-MAIL
volanda.velasquez@co.hidalgo.tx.us **BY NO LATER THAN 5:00 P.M. on Wednesday,**
January 20, 2010 to (956) 318-2629. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by **Friday, January 22, 2010.**

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: _____

SECTION I – CONSTABLES:

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 1:			
BUSINESS CARDS	7 BXS. OF 500		
FIELD CONTACT CARD	2,000		
BUILDING CHECK CARD	500		
WARNING CARD	2,000		
NOTICE/AVISO DOOR HANGER CARD	5,000		
VEHICLE IMPOUNDMENT	100 BOOKS		
H.C. CONSTABLE WARNING BOOK	200 BOOKS		
TICKET BOOK	200 BOOKS		
OFFICIAL RECEIPT FOR CONSTABLES FEES	10 BOOKS		
CONSTABLE PRECINCT 2:			
LETTERHEAD PAPER	2 BXS OF 5,000		
BUSINESS CARDS	3 BXS OF 1,000		
BUSINESS CARDS	4 BXS OF 1,000		
ENVELOPES W/ CONSTABLE SEAL/LOGO	4 BXS OF 500		
OFFICIAL RECEIPT FOR CONSTABLES FEES	20 BOOKS		
TICKET BOOK	50 BOOKS		
WARNING FLYERS	48XS OF 5,000		
ADVERTENCIA FLYERS	4 BXS OF 5,000		
CONSTABLES PRECINCT 3:			
LETTERHEAD PAPER	4 REAMS		
NOTICE/AVISO-DOOR HANGER CARD	5,000		
ENVELOPES W/ CONSTABLE SEAL/LOGO	48XS OF 500		
VEHICLE IMPOUNDMENT	80 BOOKS		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: _____

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 3 CONTINUATION:			
BUSINESS CARDS	8 BXS OF 250		
BUSINESS CARDS	2 BXS OF 1,000		
WARNING FLYERS	750 SHEETS		
ADVERTENCIA FLYERS	750 SHEETS		
WARNING NOTICE TO VACATE	40 BOOKS		
TICKET BOOK	40 BOOKS		
OFFICIAL RECEIPT FOR CONSTABLES FEES			
NOTICE/AVISO – DOOR HANGER CARD	500		
CONSTABLES PRECINCT 4:			
LETTERHEAD PAPER	2 REAMS		
NOTICE/AVISO – DOOR HANGER CARD	2,000		
ENVELOPE W/ CONSTABLE SEAL/LOGO	2 BXS OF 500		
BUSINESS CARD			
VEHICLE IMPOUND AND INVENTORY RECORD			
TICKET BOOK	40 BOOKS		

SECTION II-DISTRICT COURTS:

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
LETTERHEAD PAPER	2 REAMS		
ORDER OF RELEASE/ORDER OF COMMITMENT	2,000		
ENVELOPES W/SEAL/LOGO	2BXS OF 500		
JUROR'S HANDVOOK PAMPHLETS	1,000		
BUSINESS CARDS	1,000		
JUROR TAGS	14		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: _____

SECTION II: DISTRICT COURTS CONTINUATION:

Description	Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:			
BUSINESS CARDS	4 BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
398TH DISTRICT COURT:			
LETTERHEAD PAPER	6 REAMS		
BUSINESS CARDS	5 BXS OF 500		
ENVELOPES W/SEAL/LOGO	6 BXS OF 500		
ORDER OF RELEASE/ORDER OF COMMITMENT	3,000		
449TH DISTRICT COURT:			
ORDER OF RELEASE/ORDER OF COMMITMENT	500		
BUSINESS CARDS	5 BXS OF 500		
ENVELOPES W/SEAL/LOGO	1 BOX		
LETTERHEAD PAPER	2 REAMS		

SECTION III - COUNTY COMMISSIONERS:

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3:			
BUSINESS CARDS	9 BXS OF 500		
LETTERHEAD PAPER			
LETTERHEAD PAPER			
ENVELOPES W/SEAL/LOGO	2 BXS OF 500		
LANDFILL FORM	50 TABLETS		
PARKING PERMIT	12 BOOKLETS		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: _____

SECTION IV – JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
APPLICATION FOR BIRTH OR DEATH RECORD			
MAGISTRATE'S WARNING			
COMMUNITY HOURS FORM			
PLAINTIFF'S ORIGINAL PETITION FORM			
INSTRUCTIONS FOR FILING SUIT FORM			
DRIVING SAFETY COURSE REQUEST			
APPLICATION FOR EMERGENCY COMMITMENT	1,000		
LETTERHEAD PAPER	1 REAM		
BUSINESS CARDS	2 BXS OF 500		
ENVELOPES W/ SEAL/LOGO NO WINDOW	2 BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	3 BXS OF 500		
PRINTED ENVELOPES	3 BXS OF 500		
CERTIFICATE OF VITAL RECORD PAPER-LETTER	1,000		
CERTIFICATE OF VITAL RECORD PAPER-LEGAL	1,000		

SECTION V - DISTRICT ATTORNEY:

Description	Estimated Quantity	Unit Price	Total Price
LETTERHEAD PAPER	20 REAMS		
BUSINESS CARDS	2 BXS OF 500		
BUSINESS CARDS	10 BXS OF 500		
WORTHLESS CHECK AFFIDAVIT	10,000		
HOT CHECK MAILER ENVELOPE	15,000		
AUTHORIZATION FOR MEDICOLEGAL EXAM	500		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
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SECTION V: DISTRICT ATTORNEY CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ENVELOPES W/SEAL/LOGO-CHECKS DEPT	10 BXS OF 500		
ENVELOPES W/SEAL/LOGO-MISDEMEANOR DEPT	20 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500		
VICTIM IMPACT STATEMENT	5,000		
RECEIPT	10,000		
CHECK WRITER FLYERS	3,000		
MISDEMEANOR COMPLAINTS	10,000		
CRIMINAL MANILA FOLDERS	10BXS OF 1,000		
CRIMINAL MANILA FOLDERS	10BXS OF 1,000		

SECTION VI: ALL DEPARTMENTS:

Description	Estimated Quantity	Unit Price	Total Price
VETERANS SERVICES:			
LETTERHEAD PAPER	2 REAMS		
BUSINESS CARDS	4 BXS OF 500		
BUSINESS CARDS	2 BXS OF 500		
COUNTY AUDITORS:			
LETTERHEAD PAPER	2 REAMS		
LETTERHEAD PAPER	2 REAMS		
PLANNING DEPARTMENT:			
APPROVED APPLICATION	LATE 2010		
RECEIPT BOOKS-PRECINCT 1	27 BOOKS		
RECEIPT BOOKS-PRECINCT 2	66 BOOKS		

EXHIBIT "B"
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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT CONTINUATION:			
RECEIPT BOOK – PRECINCT 3	27 BOOKS		
RECEIPT BOOK – PRECINCT 4	30 BOOKS		
CULVERT INSTALLATION WORK ORDER	12 BOOKS		
PUBLIC DEFENDER'S OFFICE:			
BUSINESS CARDS	19 BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
ENVELOPES W/SEAL/LOGO-W/WINDOW	8 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500		
JUVENILE JUSTICE CENTER:			
LETTERHEAD PAPER	10 REAMS		
VISITOR'S LABELS	10,000 SHEETS		
MAILING LABELS	5,000 SHEETS		
BUSINESS CARDS	1 BX OF 500		
ENVELOPES W/SEAL/LOGO	20BXS OF 500		
POLICY AND PROCEDURES MANUAL	20 BKS		
ANNUAL REPORT	100 BKS		
TREASURER'S DEPARTMENT:			
BUSINESS CARDS	2 BXS OF 500		
ENVELOPES W/SEAL/LOGO	25 BXS OF 500		
LETTERHEAD PAPER	1 REAM		
COUNTY CLERKS OFFICE			
RECREATIONAL FISHING REGULATIONS CARDS	1,000		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE			
RECREATIONAL HUNTING REGULATIONS CARDS	1,000		
BUSINESS CARDS			
BUSINESS CARDS			
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	40 BXS OF 500		
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500		
LETTERHEAD PAPER	30 REAMS		
CERTIFICATE OF WITHDRAWAL FROM BUSINESS	10,500		
ASSUMED NAME CERTIFICATE	10,500		
NEWLY WED LETTER	10,000		
SCRATCH PADS	500 PADS		
HUMAN RESOURCES:			
BUSINESS CARDS	6 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	4 BXS OF 500		
INTERVIEW WORKSHEET	5,000		
INTERVIEW SELECTION FORM	5,000		
LETTERHEAD PAPER	20 REAMS		
DRAINAGE EMPLOYMENT APPLICATION	4,000		
COUNTY OF HIDALGO EMPLOYMENT APPLICATION	12,000		
SHERIFF EMPLOYMENT APPLICATION	10,000		
SICK LEAVE DONATION FORM	4,000		
H.C. EMPLOYEE MANUALS	3,500		
H.C. PERSONNEL POLICY MANUAL	1,500		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE:			
BUSINESS CARDS	60 bxs of 500		
LETTERHEAD PAPER	20 reams of 500		
LETTERHEAD PAPER	20 reams of 500		
ENVELOPES AUTOMOBILE L.W/WINDOW	100 bxs of 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	20 bxs of 500		
ENVELOPE W/SEAL/LOGO W/WINDOW TAX A	400 bxs of 500		
ENVELOPE W/SEAL/LOGO NO WINDOW AUTO/LIC	50 bxs of 500		
ENVELOPE W/SEAL/LOGONO WINDOW W/RETURN ADDRESS	10 bxs of 500		
ENVELOPES W/SEAL/LOGO NO WINDOW	30 bxs of 500		
ENVELOPES W/SEAL/LOGO BROWN DOUBLE PRONT METAL CLASP	10 bxs of 100		
ENVELOPES W/SEAL/LOGO BROWN W/GUMMED SEAL	10 bxs of 500		
HEALTH AND HUMAN SERVICES:			
ENVELOPES W/SEAL/LOGO NO WINDOW	80 BXS OF 500		
LETTERHEAD PAPER	20 REAMS		
RECEIPT BOOKS	130 BOOKS		
APPLICATION FOR ON SITE SEWAGE FACILITIES	4,000		
TECHNICAL INFORMATION FOR ON-SITE	4,000		
AUTHORIZATION TO CONSTRUCTION	4,000		
SOIL EVALUATION REPORT INFORTMATION	4,000		
FOOD SERVICE INSPECTION	6,000 TO 8,000 YEARLY		
ON SITE SEWAGE INSPECTION REPORT	4,000		
SERVICES OFFERED PAMPHLET-ENGLISH	30,000		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
HEALTH & HUMAN SERVICES:			
SERVICES OFFERED PAMPHLET – SPANISH	30,000		
KEEP YOUR GERMS ...-ENGLISH	30,000		
CONTENGA SU GERMENENES...-SPANISH	30,000		
STOP THE FLU	30,000		
ALTO A LA GRIPE	30,000		
ADULT PROBATION DEPARTMENT:			
APPOINTMENT CARDS	6,000		
PROBATIONER ACKNOWLEDGMENT FORM	2,000		
INITIAL ASSESSMENT FORM	1,000		
COURT INFORMATION FORM	1,200		
COMMUNITY SERVICE RESTITUTION ID CARD	4,000		
COURT NOTES	2,000		
COMMUNITY SERVICE RESTITUTION PROGRAM RULES	2,000		
AUTHORIZATION TO RELEASE INFORMATION	2,000		
EMPLOYMENT SEARCH FORM	1,000		
FAMILY HISTORY INFORMATION	6,000		
FIELD VISIT LOG	2,000		
GUN CONTROL ACT	3,000		
GUIDELINES FOR PAYMENT TO THE ACCT.	6,000		
HOME VISIT CARDS	1,000		
INTAKE CHECKLIST	3,000		
LEAVE REQUEST	2,000		
INTAKE APPTL REFERRAL	3,000		

EXHIBIT "B"
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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION CONTINUATION			
MONTHLY REPORT –BY MAIL	3,000		
MONTHLY REPORT – IN PERSON	3,000		
OFFICE RULES AND REGULATIONS	3,000		
PROBATIONER ACKNOWLEDGMENT FORM			
PERSONAL DATA FORM	2,000		
PROBATIONER MONTHLY REOPORT SIGN IN	1,000		
PAYMENT SCHEDULE	1,500		
RECEPTIONIST SLIPS	1,000		
RECORDS CONTROL UNIT PROCESSING CHECKLIST	3,000		
R.C.U. INTAKE FILE TRACKING FORM	3,000		
REFERRAL CARDS	1,000		
REASSESSMENT FORM	1,000		
TCIC/NCIC REQUEST	500		
SIGN IN ROSTER	500		
SCANNING CHECKLIST	3,000		
TEAS DPS INQUIRY LOG	4,000		
TELEPHONE MESSAGE	4,000		
TRAVEL PERMIT SLIPS	3,000		
TELEPHONE LOG	1,500		
WEBSITE LOG	2,000		
ENVELOPES W/SEAL/LOGO NO WINDOW	4BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500		
PRE-NUMBERED RECEIPTS	60,000		

EXHIBIT "B"
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BID PAGE

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
WIC OFFICE			
APPOINTMENT/NOTICE SLIPS	20,000		
PROGRESS NOTES			
BORDER COLONIA ACCESS PROGRAM			
LETTERHEAD PAPER	2 BOXES		
BUSINESS CARDS	2BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	1BX OF 500		
H.I.D.T.A. TASK FORCE			
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
BUSINESS CARDS	9 BXS OF 500		
MAILING LABELS			
VEHICLE IMPOUNDMENT REPORT	500		
RECEIPT FOR FORMS	500		
INVESTIGATIVE FILE JACKET-LIGHT BLUE			
INVESTIGATIVE FILE JACKET - CANARY YELLOW			
DIVIDERS MULTI COLORED LABELED	400 SETS OF 8		
NAME PLATES			

EXHIBIT "B"
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"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: _____

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE N°: _____ **FAX N°:** _____

CELLULAR N°: _____ **email:** _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

EXHIBIT "C"

Insurance Requirements

Applicable to the Acquisition of Goods and /or Services

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand (\$500,000.00) arising out of the services provided to County hereunder.
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance shall name Hidalgo County as additional insured and must be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

Revised 10/01/08

ACORD **CERTIFICATE OF INSURANCE** DATE (MM/DD/YY)

PRODUCER _____ 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.

INSURERS AFFORDING COVERAGE

INSURED _____

INSURER A: _____
 INSURER B: _____
 INSURER C: _____
 INSURER D: _____
 INSURER E: _____

COVERAGES

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 THEIR TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE - OCCUR <input type="checkbox"/> OWNERS & CONT PROT <input type="checkbox"/> OWNERS PROTECTIVE LIABILITY <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				(Per Occurrence) MED (Per Occurrence) PERSONAL AND ADV INJURY TOTAL AGGREGATE PRODUCTS - COMP/OP	\$ \$ \$ \$ \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Per accident)	\$
	<input 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				BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ \$ \$
	GARAGE LIABILITY				AUTO ONLY EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG	\$
C	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				AGGREGATE	\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATE <input type="checkbox"/> OTHER	TUARY LIMITS
	<input type="checkbox"/> OTHER				F. L. EACH ACCIDENT E. L. DISEASE EA EMPLOYEE C. DISEASE POLICY LIMIT	\$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539	ADDITIONAL INSURED: INSURER LETTER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> 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 _____
--	------------------------------------	---

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____
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 bid awarded by the Hidalgo County Commissioners= Court;

will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners= Court; currently carry the following:

Automobile Liability: \$ _____ General Liability: \$ _____

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

Authorized Representative

Date

Notice to Bidder:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid 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 bid award to be rescinded and re-awarded to next lowest bidder. 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 ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
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 bid, 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.

Authorized Signature

Date

Company

Address

City, State, Zip

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code

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

OFFICE USE ONLY

Date Received

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

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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D Describe each employment or business relationship with the local government officer named in this section

4 _____
Signature of person doing business with the governmental entity

Date

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:

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
OR								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of
 U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

• The U.S. grantor or other owner of a grantor trust and not the trust, and

• The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Specifications within **Hidalgo County** following a request for Services by the **Department Head, Commissioner, Sheriff or** 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 period beginning _____ and ending on _____, and may be extended at the sole discretion of County for an additional sixty (60) days, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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 equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
Attn: County Judge
100 E. Cano
Edinburg, Texas 78539

If to Company

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or 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 _____, 20__.

Approved by Commissioners' Court on, _____ day of _____, 20__.

COUNTY OF HIDALGO

ATTEST:

By: _____
Rene A. Ramirez, County Judge

Arturo Guajardo Jr., County Clerk

COMPANY: _____

By: _____

Printed Name: _____

Title: _____

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

By: _____

**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: _____
Title: _____
Telephone Number: _____
Date: _____

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



PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

RE: **ADDENDUM NO.1**
FOR RFB No: **2010-025-01-27-YZV**
"PRINTED ITEMS & RELATED
SUPPLIES" HIDALGO COUNTY

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 1, PAGE 1 OF 1** in connection with "**HIDALGO COUNTY**" Request for Bids "**PRINTED ITEMS & RELATED SUPPLIES**".

Please add this **ADDENDUM NO.1** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 1 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us .

If you do not receive all pages of **ADDENDUM NO.1** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your RFB packet for "**PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY**".

Thank you for your prompt attention to this matter.


Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____
ADDENDUM NO1
ACKNOWLEDEMENT OF RECEIPT

Firm Name

MLS/yzv
Enclosures



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.1

JANUARY 19, 2010

**HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"**

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section VI: COUNTY JUDGE'S OFFICE

Description	Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box	1 box of 250	9 persons/1 bx per ea of 250
Letterhead Paper – 8.5"x11" 25% Cotton Paper, Raised lettering w/gold Ink Seal		Needed toward end of 2010

2. Please make the following notations for the following items:

Description	
Section I: Constables	Replace with:
Precinct No. 1	Warning Card – Self Stick
Precinct No.3	Letterhead paper-8.5"X 11" LINEN Paper
Precinct No. 4	Letterhead paper-8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
All Constables	Tickets – ALL DIFFERENT BACK SIDE PRINTING
Section II: District Courts:	
206th	Letterhead paper 8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
398th	Letterhead paper 8.5"x11" 25% COTTON Paper
449th	Letterhead Paper 8.5"x11" Linen Paper
Section III: Commissioner	
Precinct 3	Letterhead paper 8.5"x11" Linen paper
Section V: District Attorney	
District Attorney	Letterhead paper 8.5"x11" -25% COTTON Paper
	Manila Folder-Special die cut end



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO. 1
JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

Description	
Section VI: All Departments	
Auditors	Letterhead paper-8.5"x11" 25% Cotton
	Letterhead paper-8.5"x11" 25% Cotton
Juvenile	Linen Cover for Juvenile Annual Report Booklet
	Labels – Gold Ink
Treasures	Envelope special size window
	Fishing and Hunting – Vinyl/Plastic Card stock
County Clerk	Letterhead 8.5"x11" -25% COTTON Paper
	Scratch Pad – Rounded Corners
Human Resources	Letterhead 8.5"x11" Linen paper foil seal
	Letterhead paper-8.5"x11" 25% Cotton
Tax Office	Envelope special Size Window-"Automobile& License Envelope w/window
Health & Human	Letterhead paper-8.5"x11" Linen Paper
	80# Standard Gloss Paper for Pamphlet (Blue)
HIDTA	Letterhead paper-8.5"x11" 25% Cotton

I, _____, acknowledge receipt of ADDENDUM No.1 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

Printed Bidder's Name

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.



PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

RE: **ADDENDUM NO.2**
FOR RFB No: 2010-025-01-27-YZV
"PRINTED ITEMS & RELATED
SUPPLIES" HIDALGO COUNTY

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 2, PAGE 1 OF 1** in connection with "**HIDALGO COUNTY**" Request for Bids "**PRINTED ITEMS & RELATED SUPPLIES**".

Please add this **ADDENDUM NO.2** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 2 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us .

If you do not receive all pages of **ADDENDUM NO.2** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 2** will complete your RFB packet for "**PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY**".

Thank you for your prompt attention to this matter.


Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____
ADDENDUM NO 2
ACKNOWLEDEMENT OF RECEIPT

Firm Name

MLS/yzv
Enclosures



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.2

**JANUARY 19, 2010
HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"**

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section IV: JUSTICE OF THE PEACE

Description	Estimated Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	1 box of 500	5 persons/1bx Per ea of 500
Business Cards – 3 ½" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 boxes of 500	
Warrant Notice Postcards-5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Official Courtesy Notice Postcards - 5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Envelopes - 9½"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	4 boxes of 500	
Memorandum of Papers Filed Envelopes - 9½"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	4 boxes of 500	
CERTIFICATE OF VITAL RECORD PAPER – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	250	
CERTIFICATE OF VITAL RECORD PAPER – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	500	
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print,1,000 per box		

I, _____, acknowledge receipt of ADDENDUM No.2 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

Printed Bidder's Name

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.

EXHIBIT "B"
VENDOR'S BID

Request for Bids No 2010-025-01-27-YZV

Printed Items and Related Supplies

Awarded by Sections: Gateway Printing based on unit price and extended to reflect minimum quantity.

Department
SECTION II DISTRICT COURTS:
District Court 206 TH
SECTION IV JUSTICE OF THE PEACE
JP PRECINCT 3 PLACE 1
SECTION VI ALL DEPARTMENTS
Public Defenders Office
Juvenile Justice Center
WIC Office

EXHIBIT "B"
 HIDALGO COUNTY
 "PRINTED ITEMS AND RELATED SUPPLIES"
 BID NO: 2010-025-01-27-YZV
BID PAGE

OPENED
9, 430m

JAN 27 2010
Witnessed

Vendor: *GAWAY Printing Office Supply, Inc - Jones Cook*

SECTION I - CONSTABLES:

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 1:			
BUSINESS CARDS	7 BXS. OF 500	17.00	119.00
FIELD CONTACT CARD	2,000	0.05968	119.35
BUILDING CHECK CARD	500	0.1462	73.10
WARNING CARD	2,000	0.10735	214.70
NOTICE/AVISO DOOR HANGER CARD	5,000	0.9318	465.90
VEHICLE IMPOUNDMENT	100 BOOKS	4.48	448.00
H.C. CONSTABLE WARNING BOOK	200 BOOKS	4.21	842.00
TICKET BOOK	200 BOOKS	13.08	2,616.00
OFFICIAL RECEIPT FOR CONSTABLES FEES	10 BOOKS	39.60	396.00
CONSTABLE PRECINCT 2:			
LETTERHEAD PAPER	2 BXS OF 5,000	0.02243	224.25
BUSINESS CARDS	3 BXS OF 1,000	0.05427	162.80
BUSINESS CARDS	4 BXS OF 1,000	38.50	154.00
ENVELOPES W/ CONSTABLE SEAL/LOGO	4 BXS OF 500	0.06198	123.95
OFFICIAL RECEIPT FOR CONSTABLES FEES	20 BOOKS	31.55	631.00
TICKET BOOK	50 BOOKS	52.32	2,616.00
WARNING FLYERS	48XS OF 5,000	0.16186	3,237.20
ADVERTENCIA FLYERS	4 BXS OF 5,000	0.16186	3,237.20
CONSTABLES PRECINCT 3:			
LETTERHEAD PAPER	4 REAMS 2000	0.11253	225.05
NOTICE/AVISO-DOOR HANGER CARD	5,000	0.08038	401.90
ENVELOPES W/ CONSTABLE SEAL/LOGO	48XS OF 500	0.1539	307.80
VEHICLE IMPOUNDMENT	80 BOOKS	4.98	398.40

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc - Jones-Cook

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 3 CONTINUATION:			
BUSINESS CARDS <i>110 250's In 2 colors</i>	8 BXS OF 250	<i>NB</i>	<i>NB</i>
BUSINESS CARDS	2 BXS OF 1,000	<i>51.50</i>	<i>102.00</i>
WARNING FLYERS	750 SHEETS	<i>0.3334</i>	<i>250.05</i>
ADVERTENCIA FLYERS	750 SHEETS	<i>0.3334</i>	<i>250.05</i>
WARNING NOTICE TO VACATE	<i>0.29533</i>	<i>0.29533</i>	<i>221.50</i>
TICKET BOOK	40 BOOKS	<i>13.19</i>	<i>527.60</i>
OFFICIAL RECEIPT FOR CONSTABLES FEES	<i>20 Books</i>	<i>31.55</i>	<i>631.00</i>
NOTICE/AVISO - DOOR HANGER CARD	500	<i>0.316</i>	<i>158.00</i>
CONSTABLES PRECINCT 4:			
LETTERHEAD PAPER	2 REAMS <i>1200</i>	<i>0.1968</i>	<i>196.80</i>
NOTICE/AVISO - DOOR HANGER CARD	2,000	<i>0.1196</i>	<i>239.20</i>
ENVELOPE W/ CONSTABLE SEAL/LOGO	2 BXS OF 500	<i>0.26135</i>	<i>261.35</i>
BUSINESS CARD		<i>48.95</i>	<i>367.60</i>
VEHICLE IMPOUND AND INVENTORY RECORD	<i>50 books</i>	<i>6.45</i>	<i>322.50</i>
TICKET BOOK	40 BOOKS	<i>12.42</i>	<i>496.80</i>

SECTION II-DISTRICT COURTS:

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
LETTERHEAD PAPER	2 REAMS	<i>95.50</i>	<i>191.00</i>
ORDER OF RELEASE/ORDER OF COMMITMENT	2,000	<i>0.24065</i>	<i>481.30</i>
ENVELOPES W/SEAL/LOGO	2BXS OF 500	<i>117.10</i>	<i>234.20</i>
JUROR'S HANDVOOK PAMPHLETS	1,000	<i>0.21435</i>	<i>214.35</i>
BUSINESS CARDS	1,000		<i>51.50</i>
JUROR TAGS	14	<i>NB</i>	<i>NB</i>

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: *GATEWAY Printing & Office Supply, Inc Santa Fe*

SECTION II: DISTRICT COURTS CONTINUATION:

Description	Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:			
BUSINESS CARDS	4 BXS OF 500	45.95	183.80
LETTERHEAD PAPER	4 REAMS	143.75	575.00
398TH DISTRICT COURT:			
LETTERHEAD PAPER	6 REAMS	86.00	516.00
BUSINESS CARDS	5 BXS OF 500	88.00	440.00
ENVELOPES W/SEAL/LOGO	6 BXS OF 500	109.00	654.00
ORDER OF RELEASE/ORDER OF COMMITMENT	3,000	0.2163	648.90
449TH DISTRICT COURT:			
ORDER OF RELEASE/ORDER OF COMMITMENT	500	0.4587	229.35
BUSINESS CARDS	5 BXS OF 500	45.95	229.75
ENVELOPES W/SEAL/LOGO	1 BOX		207.50
LETTERHEAD PAPER	2 REAMS	148.10	296.20

SECTION III - COUNTY COMMISSIONERS:

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3:			
BUSINESS CARDS	9 BXS OF 500	114.95	1,034.55
LETTERHEAD PAPER	2 bxs 500	74.40	148.80
LETTERHEAD PAPER	2 bxs 500	74.40	148.80
ENVELOPES W/SEAL/LOGO	2 BXS OF 500	0.09385	93.85
LANDFILL FORM	50 TABLETS 5000	0.05006	250.30
PARKING PERMIT	12 BOOKLETS 600	9.55	114.60

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
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BID PAGE

Vendor: Gateway Printing & Office Supply, Inc - Santa Fe

SECTION IV - JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 3 PLACE 1:			
Business Cards - 3 1/2" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	6+ 500 5 sets	88.00	440.00
Business Cards - 3 1/2" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 500 of 500	42.00	168.00
Warrant Notice Postcards-5 1/2"x3 1/2" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2000	0.09733	194.65
Official Courtesy Notice Postcards - 5 1/2"x3 1/2" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2000	0.09733	194.65
Envelopes - 9 1/2"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	2000	0.14713	294.25
Memorandum of Papers Filed Envelopes - 9 1/2"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	2000	0.15475	309.50
CERTIFICATE OF VITAL RECORD PAPER - Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	UNABLE TO ORDER Special water mark PAPER		
CERTIFICATE OF VITAL RECORD PAPER - Size - 8 1/2" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)			
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box	1000	0.2134	213.40

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
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BID PAGE

Vendor: Gateway Printing & Office Supply, Inc Jones Look

SECTION IV – JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
APPLICATION FOR BIRTH OR DEATH RECORD	500 1000 2000	0.209 0.11675 0.07023	104.50 116.75 140.45
MAGISTRATE'S WARNING	5000 1000 2000	0.1579 0.0907 0.3695	78.95 90.70 713.00
COMMUNITY HOURS FORM	500 1000 2000	0.1579 0.0907 0.05695	78.95 90.70 113.90
PLAINTIFF'S ORIGINAL PETITION FORM	1000 2000 3000	0.1145 0.06885 0.04074	114.50 137.70 122.22
INSTRUCTIONS FOR FILING SUIT FORM	1000 2000 3000	0.1145 0.06885 0.04074	114.50 137.70 122.22
DRIVING SAFETY COURSE REQUEST	1000 2000 4000	0.12305 0.07235 0.04662	123.05 144.70 186.48
APPLICATION FOR EMERGENCY COMMITMENT	1,000	0.2094	209.40
LETTERHEAD PAPER	1 REAM ⁵⁰⁰	0.2147	107.35
BUSINESS CARDS	2 BXS OF 500	0.1528	152.80
ENVELOPES W/ SEAL/LOGO NO WINDOW	2 BXS OF 500	0.09055	90.55
ENVELOPES W/SEAL/LOGO W/WINDOW	3 BXS OF 500	0.07463	111.95
PRINTED ENVELOPES	3 BXS OF 500	0.0715	107.25
CERTIFICATE OF VITAL RECORD PAPER-LETTER	1,000	UNAVAILABLE	TO ORDER
CERTIFICATE OF VITAL RECORD PAPER-LEGAL	1,000	SPECIAL WATER MARK PAPER	

SECTION V - DISTRICT ATTORNEY:

Description	Estimated Quantity	Unit Price	Total Price
LETTERHEAD PAPER	20 REAMS	75.00	1,500
BUSINESS CARDS	2 BXS OF 500	45.95	91.90
BUSINESS CARDS	10 BXS OF 500	45.95	459.50
WORTHLESS CHECK AFFIDAVIT	10,000	0.09315	931.50
HOT CHECK MAILER ENVELOPE	15,000	NB	NB
AUTHORIZATION FOR MEDICOLEGAL EXAM	500	0.2905	145.25

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
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BID PAGE

Vendor: Gateway Printing & Office Supplies Inc. Jones Cook

SECTION V: DISTRICT ATTORNEY CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ENVELOPES W/SEAL/LOGO-CHECKS DEPT	10 BXS OF 500	0.04604	230.20
ENVELOPES W/SEAL/LOGO-MISDEMEANOR DEPT	20 BXS OF 500	191.25	1,912.50
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500	109.75	878.00
VICTIM IMPACT STATEMENT	5,000	NB	NB
RECEIPT <i>OFC set PAPER NCR 2 PART</i>	10,000	0.5117 0.11452	511.70 1,145.20
CHECK WRITER FLYERS	3,000	0.1017	305.10
MISDEMEANOR COMPLAINTS	10,000	NB	NB
CRIMINAL MANILA FOLDERS	10BXS OF 1,000	0.29787	2,978.70
CRIMINAL MANILA FOLDERS	10BXS OF 1,000	0.29787	2,978.70

SECTION VI: ALL DEPARTMENTS:

Description	Estimated Quantity	Unit Price	Total Price
VETERANS SERVICES:			
LETTERHEAD PAPER	2 REAMS	148.10	296.20
BUSINESS CARDS	4 BXS OF 500	45.95	183.80
BUSINESS CARDS	2 BXS OF 500	45.95	91.90
COUNTY AUDITORS:			
LETTERHEAD PAPER	2 REAMS 1000	0.0946	94.60
LETTERHEAD PAPER	2 REAMS 1000	0.0946	94.60
PLANNING DEPARTMENT:			
APPROVED APPLICATION	LATE 2010	NB	NB
RECEIPT BOOKS-PRECINCT 1	27 BOOKS	NB	NB
RECEIPT BOOKS-PRECINCT 2	66 BOOKS	NB	NB

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
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Vendor: GATEWAY Printing & Office Supply Inc JAMES COOK

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT CONTINUATION:			
RECEIPT BOOK – PRECINCT 3	27 BOOKS	NB	NB
RECEIPT BOOK – PRECINCT 4	30 BOOKS	NB	NB
CULVERT INSTALLATION WORK ORDER	12 BOOKS	NB	NB
PUBLIC DEFENDER'S OFFICE:			
BUSINESS CARDS	19 BXS OF 500	40.00	760.00
LETTERHEAD PAPER	4 REAMS	118.50	474.00
ENVELOPES W/SEAL/LOGO-W/WINDOW	8 BXS OF 500	70.45	563.60
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500	70.45	563.60
JUVENILE JUSTICE CENTER:			
LETTERHEAD PAPER	10 REAMS	44.00	440.00
VISITOR'S LABELS	10,000 SHEETS	46.90	469.00
MAILING LABELS	5,000 SHEETS	58.60	293.00
BUSINESS CARDS	1 BX OF 500		45.95
ENVELOPES W/SEAL/LOGO	20BXS OF 500	59.00	590.00
POLICY AND PROCEDURES MANUAL	20 BKS	45.40	908.00
ANNUAL REPORT	100 BKS	5.19	519.00
TREASURER'S DEPARTMENT:			
BUSINESS CARDS	2 BXS OF 500	4 NB	NB
ENVELOPES W/SEAL/LOGO	25 BXS OF 500	NB	NB
LETTERHEAD PAPER	1 REAM	NB	NB
COUNTY CLERKS OFFICE			
RECREATIONAL FISHING REGULATIONS CARDS	1,000	NB	NB

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV

BID PAGE

Vendor: Estway Printing & Office Supply, Inc Jones Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE			
RECREATIONAL HUNTING REGULATIONS CARDS	1,000	NB	NB
BUSINESS CARDS	1 box 500		60.00
BUSINESS CARDS	1 box 500		60.00
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500	0.05496	1,099.25
ENVELOPES W/SEAL/LOGO-NO WINDOW	40 BXS OF 500	0.05116	1,023.15
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500	0.04275	854.90
LETTERHEAD PAPER	30 REAMS 15,000	0.6731	1,009.65
CERTIFICATE OF WITHDRAWAL FROM BUSINESS	10,500	0.05023	527.45
ASSUMED NAME CERTIFICATE	10,500	0.05476	575.00
NEWLY WED LETTER	10,000	0.0892	891.95
SCRATCH PADS	500 PADS	.95	475.00
HUMAN RESOURCES:			
BUSINESS CARDS	6 BXS OF 500	99.00	594.00
ENVELOPES W/SEAL/LOGO-NO WINDOW	4 BXS OF 500	118.00	472.00
INTERVIEW WORKSHEET	5,000	0.0304	152.00
INTERVIEW SELECTION FORM	5,000	0.04945	247.25
LETTERHEAD PAPER	20 REAMS	75.00	1,500.00
DRAINAGE EMPLOYMENT APPLICATION 2 Sheets	4,000 8,000	0.0396	316.80
COUNTY OF HIDALGO EMPLOYMENT APPLICATION 2 Sheets	12,000 24,000	0.02476	594.20
SHERIFF EMPLOYMENT APPLICATION	10,000	NB	NB
SICK LEAVE DONATION FORM	4,000	0.03479	139.15
H.C. EMPLOYEE MANUALS	3,500	NB	NB
H.C. PERSONNEL POLICY MANUAL	1,500	NB	NB

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
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Vendor: Gateway Printing & Office Supply Jones Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE:			
BUSINESS CARDS 30 bxs 5-1000	60 bxs of 500	41.25	1,237.50
LETTERHEAD PAPER	20 reams of 500 10,000	0.049	489.95
LETTERHEAD PAPER	20 reams of 500 10,000	0.049	489.95
ENVELOPES AUTOMOBILE L.W./WINDOW spec wind	100 bxs of 500 50,000	NB	NB
ENVELOPES W/SEAL/LOGO W/WINDOW	20 bxs of 500	0.05231	523.10
ENVELOPE W/SEAL/LOGO W/WINDOW TAX A	400 bxs of 500	0.03451	6,901.00
ENVELOPE W/SEAL/LOGO NO WINDOW AUTO/LIC	50 bxs of 500	0.03661	915.30
ENVELOPE W/SEAL/LOGO NO WINDOW W/RETURN ADDRESS	10 bxs of 500 5000	0.04767	238.35
ENVELOPES W/SEAL/LOGO NO WINDOW	30 bxs of 500 15,000	0.03525	528.80
ENVELOPES W/SEAL/LOGO BROWN DOUBLE PRONT METAL CLASP	10 bxs of 100	24.64	246.40
ENVELOPES W/SEAL/LOGO BROWN W/GUMMED SEAL	10 bxs of 500 5000	0.20457	1,022.85
HEALTH AND HUMAN SERVICES:			
ENVELOPES W/SEAL/LOGO NO WINDOW	80 BXS OF 500 40,000	0.03307	1,322.90
LETTERHEAD PAPER	20 REAMS	65.00	1,300.00
RECEIPT BOOKS	130 BOOKS	15.33	1,992.90
APPLICATION FOR ON SITE SEWAGE FACILITIES	4,000	0.10414	416.55
TECHNICAL INFORMATION FOR ON-SITE	4,000	0.10414	416.55
AUTHORIZATION TO CONSTRUCTION	4,000	0.10414	416.55
SOIL EVALUATION REPORT INFORTMATION	4,000	0.04874	194.95
FOOD SERVICE INSPECTION	6,000 TO 8,000 YEARLY	0.1974 0.19189	1,184.40 1,535.15
ON SITE SEWAGE INSPECTION REPORT	4,000	0.14924	596.95
SERVICES OFFERED PAMPHLET-ENGLISH	30,000	0.05826	1,747.80

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
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BID PAGE

Vendor: GATEWAY Printing & Office Supply, Inc Jones Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
HEALTH & HUMAN SERVICES:			
SERVICES OFFERED PAMPHLET – SPANISH	30,000	0.05826	1,747.80
KEEP YOUR GERMS ...-ENGLISH	30,000	0.02363	708.75
CONTENGA SU GERMENENES...-SPANISH	30,000	0.02363	708.75
STOP THE FLU	30,000	0.02413	723.90
ALTO A LA GRIPE	30,000	0.02413	723.90
ADULT PROBATION DEPARTMENT:			
APPOINTMENT CARDS	6,000	0.0775	464.95
PROBATIONER ACKNOWLEDGMENT FORM	2,000	0.05695	113.90
INITIAL ASSESSMENT FORM	1,000	0.1724	172.40
COURT INFORMATION FORM	1,200	0.10117	121.40
COMMUNITY SERVICE RESTITUTION ID CARD	4,000	0.07733	309.30
COURT NOTES	2,000	0.05695	113.90
COMMUNITY SERVICE RESTITUTION PROGRAM RULES	2,000	0.05695	113.90
AUTHORIZATION TO RELEASE INFORMATION	2,000	0.05695	113.90
EMPLOYMENT SEARCH FORM	1,000	0.0907	90.70
FAMILY HISTORY INFORMATION	6,000	0.03604	216.25
FIELD VISIT LOG	2,000	0.05695	113.90
GUN CONTROL ACT	3,000	0.04048	121.45
GUIDELINES FOR PAYMENT TO THE ACCT.	6,000	0.03604	216.25
HOME VISIT CARDS	1,000	0.02828	169.65
INTAKE CHECKLIST	3,000	0.04048	121.45
LEAVE REQUEST	2,000	0.05695	113.90
INTAKE APPTL REFERRAL	3,000	0.04958	148.75

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
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BID PAGE

Vendor: Gateway Printing Office Supply Jones look

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION CONTINUATION			
MONTHLY REPORT -BY MAIL	3,000	0.04958	148.75
MONTHLY REPORT - IN PERSON	3,000	0.04048	121.45
OFFICE RULES AND REGULATIONS	3,000	0.04958	148.75
PROBATIONER ACKNOWLEDGMENT FORM	3000	0.04048	121.45
PERSONAL DATA FORM	2,000	0.07023	140.45
PROBATIONER MONTHLY REOPORT SIGN IN	1,000	0.0907	90.70
PAYMENT SCHEDULE	1,500	0.08573	128.60
RECEPTIONIST SLIPS	1,000	0.01615	129.20
RECORDS CONTROL UNIT PROCESSING CHECKLIST	3,000	0.04035	121.05
R.C.U. INTAKE FILE TRACKING FORM	3,000	0.04035	121.05
REFERRAL CARDS	1,000	0.0841	84.10
REASSESSMENT FORM	1,000	0.17225	172.25
TCIC/NCIC REQUEST	500	0.1579	78.95
SIGN IN ROSTER	500	0.1853	92.65
SCANNING CHECKLIST	3,000	0.04048	121.45
TEAS DPS INQUIRY LOG	4,000	0.03479	139.15
TELEPHONE MESSAGE	4,000	0.03464	138.55
TRAVEL PERMIT SLIPS	3,000	0.04048	121.45
TELEPHONE LOG	1,500	0.06827	102.40
WEBSITE LOG	2,000	0.05695	113.90
ENVELOPES W/SEAL/LOGO NO WINDOW	4BXS OF 500 2000	0.06635	132.70
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500 2000	0.06948	138.95
PRE-NUMBERED RECEIPTS	60,000	NR	NR

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
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BID PAGE

Vendor: GATEWAY Printing + Office Supplies, Inc Jones Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
WIC OFFICE			
APPOINTMENT/NOTICE SLIPS	20,000	0.04105	821.00
PROGRESS NOTES	5000 10000 20000	0.03201 0.02353 0.01971	160.05 235.30 394.15
BORDER COLONIA ACCESS PROGRAM			
LETTERHEAD PAPER	2 BOXES	87.10	174.20
BUSINESS CARDS	2BXS OF 500	45.95	91.90
ENVELOPES W/SEAL/LOGO W/WINDOW	1BX OF 500		153.00
H.I.D.T.A. TASK FORCE			
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500	94.80	379.20
LETTERHEAD PAPER	4 REAMS	72.60	294.40
BUSINESS CARDS	9 BXS OF 500	41.35	372.15
MAILING LABELS			
VEHICLE IMPOUNDMENT REPORT	500	0.2917	145.85
RECEIPT FOR FORMS	500	0.2387	119.35
INVESTIGATIVE FILE JACKET-LIGHT BLUE		No Bid	No Bid
INVESTIGATIVE FILE JACKET - CANARY YELLOW		No Bid	No Bid
DIVIDERS MULTI COLORED LABELED	400 SETS OF 8	No Bid	No Bid
NAME PLATES		No Bid	No Bid

EXHIBIT "B"
 HIDALGO COUNTY
 "PRINTED IT EMS AND RELATED SUPPLIES"
 BID NO: 2010-025-01-27-YZV
 BID PAGE

Vendor: Gateway Printing Office Supply, Inc Jones Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
COUNTY JUDGE'S OFFICE			
BUSINESS CARDS NO 250	9 persons 500	106.85	961.75
LETTER HEAD	NEEDED	Toward	End of 2010

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV

BID PAGE

Vendor: GATEWAY Printing & OFFICE Supply, Inc - JONES Cook

BIDDER/COMPANY NAME: GATEWAY Printing & OFFICE Supply, Inc - JONES - Cook

ADDRESS: 315 So. CLOVER

CITY/STATE/ZIP CODE: Edinburg, TX 78539

PHONE NO: 956-383-3861 FAX NO: 956-383-4674

CELLULAR NO: 952-821-3126 email: NONE

AUTHORIZED SIGNATURE: Junior Cordero

PRINTED NAME: JUNIOR CORDERO

TITLE: ACCOUNT MANAGER

EXHIBIT "C"
INSURANCE REQUIREMENTS



CERTIFICATE OF LIABILITY INSURANCE

OP ID NO
GATEW-1DATE (MM/DD/YYYY)
12/09/09

PRODUCER
Shepard Walton King Ins. Group
801 N. Main
P. O. Box 1630
McAllen TX 78505-1630
Phone: 956-682-2841 Fax: 956-630-4015

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

Gateway Printing & Office
Mr. Lin Miller
315 S. Clozner
Edinburg TX 78539

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Union Standard Insurance Co.
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

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.

RISK ADJUST LTR	INSURANCE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	CPA425256713	11/30/09	11/30/10	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000 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		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CPA425256713	11/30/09	11/30/10	COMBINED SINGLE LIMIT (EA accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 0	CUA425257013	11/30/09	11/30/10	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER	WCA425257213	11/30/09	11/30/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER Hidalgo County

CANCELLATION

Hidalgo County
2802 S. Business Hwy 281
Edinburg, Texas 78539

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

AUTHORIZED REPRESENTATIVE
SHEPARD WALTON KING INS. GROUP

ACORD 25 (2009/01)

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EXHIBIT "A-1"
(ADDENDUM #1)



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.1

JANUARY 19, 2010

**HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"**

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section VI: COUNTY JUDGE'S OFFICE

Description	Qty	Special Instructions
Business Cards – 3 1/2" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box	1 box of 250	9 persons/1 bx per ea of 250
Letterhead Paper – 8.5"x11" 25% Cotton Paper, Raised lettering w/gold Ink Seal		Needed toward end of 2010

2. Please make the following notations for the following items:

Description	
Section I: Constables	Replace with:
Precinct No. 1	Warning Card – Self Stick
Precinct No.3	Letterhead paper-8.5"X 11" LINEN Paper
Precinct No. 4	Letterhead paper-8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
All Constables	Tickets – ALL DIFFERENT BACK SIDE PRINTING
Section II: District Courts:	
206th	Letterhead paper 8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
398th	Letterhead paper 8.5"x11" 25% COTTON Paper
449th	Letterhead Paper 8.5"x11" Linen Paper
Section III: Commissioner	
Precinct 3	Letterhead paper 8.5"x11" Linen paper
Section V: District Attorney	
District Attorney	Letterhead paper 8.5"x11" -25% COTTON Paper
	Manila Folder-Special die cut end



January 19, 2010

PURCHASING DEPARTMENT
County Of Hidalgo

RE: **ADDENDUM NO.1**
FOR RFB No: 2010-025-01-27-Y2V
**"PRINTED ITEMS & RELATED
SUPPLIES" HIDALGO COUNTY**

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 1, PAGE 1 OF 1** in connection with "**HIDALGO COUNTY**" Request for Bids "**PRINTED ITEMS & RELATED SUPPLIES**".

Please add this **ADDENDUM NO.1** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 1 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us.

If you do not receive all pages of **ADDENDUM NO.1** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your RFB packet for "**PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY**".

Thank you for your prompt attention to this matter.

Handwritten signature of Martha L. Salazar in black ink.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY:

Handwritten signature of Junia Condes in black ink.

ADDENDUM NO1
ACKNOWLEDEMENT OF RECEIPT

GATEWAY Printing - Jones Cook
Firm Name

MLS/yzv
Enclosures

EXHIBIT "A-2"
(ADDENDUM #2)



PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

RE: **ADDENDUM NO.2**
FOR RFB No: 2010-025-01-27-YZV
"PRINTED ITEMS & RELATED
SUPPLIES" HIDALGO COUNTY

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 2, PAGE 1 OF 1** in connection with "**HIDALGO COUNTY**" Request for Bids "**PRINTED ITEMS & RELATED SUPPLIES**".

Please add this **ADDENDUM NO.2** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 2 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us.

If you do not receive all pages of **ADDENDUM NO.2** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 2** will complete your RFB packet for "**PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY**".

Thank you for your prompt attention to this matter.

Martha L. Salazar
Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: *Jessie Cardero*
ADDENDUM NO 2
ACKNOWLEDEMENT OF RECEIPT

GATEWAY PRINTING - James Cook
Firm Name

MLS/yzv
Enclosures