

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 **December 21, 2010** and ending on **December 20, 2011**. Hidalgo County at its sole discretion may elect the option to extend the contract for two (2) one (1) year term under 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 Supply, Inc.
Dba Jones & Cook Stationers
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 without cause with thirty day's 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 _____, 2010.

COUNTY OF HIDALGO

ATTEST:

By: _____
Ramon Garcia, County Judge

Arturo Guajardo Jr., County Clerk

**COMPANY: Gateway Printing & Office
Supply, Inc. Dba Jones & Cook
Stationers**

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

October 4, 2010

Re: **HIDALGO COUNTY**
Request for Bids –“**Printing Services & Related Supplies**”
Bid No: 2010-068A-10-27-MEG

Dear Gentleman/Ladies:

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/meg

Enclosures


REQUEST FOR BID (RFB) CHECKLIST

HIDALGO COUNTY "PRINTING SERVICES & RELATED SUPPLIES" Bid No: 2010-068A-10-27-MEG

1. Request for Bid Letter, consists of 1 page.
2. Request for Bid, Legal Notice, consisting of 8 pages.
3. Exhibit "A" Specifications consisting of 7 pages.
4. Exhibit "B" Bid Page consisting of 3 pages.
5. Exhibit "C" Insurance Requirements consisting of 4 pages.
6. Exhibit "D" CIQ Conflict of Interest Questionnaire, consisting of 1 page.
7. Vendor/Bidder Application and W-9 form, consisting of 6 pages.
8. Certification Regarding Debarment, consisting of 1 of page.
9. Draft Requirements Agreement, consisting of 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, U.S. Mail or e-mail.

Thank you.


Martha L. Salazar, CPPB
Purchasing Agent

October 04, 2010
Date

Bid No: 2010-068A-10-27-MEG

Buyer: Elena Gomez Tel. No: (956) 318-2626 Ext. 4855

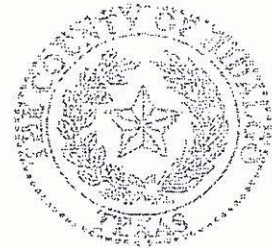
REQUEST FOR BIDS

HIDALGO COUNTY “PRINTING SERVICES & RELATED SUPPLIES”

BID OPENING DATE:
OCTOBER 27, 2010

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
HIDALGO COUNTY Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539



956 318-2626

Form HCPD-03

1. Sealed bids will be received for **HIDALGO COUNTY--"PRINTING SERVICES & RELATED SUPPLIES"** 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: **RFB-2010-068A-10-27-MEG HIDALGO COUNTY--"PRINTING SERVICES & RELATED SUPPLIES"** and in County's Purchasing Department, physical address: 2812 S. Business Hwy. 281, mailing address: 2812 S. Business 281-New Administration Building, Edinburg, Texas, **on or before 9:30 A.M. WEDNESDAY, OCTOBER 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 RFB-2010-068A-10-27-MEG HIDALGO COUNTY--"PRINTING SERVICES & RELATED SUPPLIES".**

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 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. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the HIDALGO COUNTY Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. 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
16. 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 - HIDALGO COUNTY-"PRINTING SERVICES & RELATED SUPPLIES" 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 Eufrazio, CPA, County Auditor
2809 S. Bus. Hwy 281
Edinburg, Texas 78539
(956) 318-2511

17. SCHEDULE OF EVENTS

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

18. 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.

19. 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.

20. 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

21. 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.
22. Bids, and all goods and services provided there under, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
23. 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.
24. 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.
25. 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 (30) day's written notice prior to cancellation.
26. 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.
27. 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.

28. 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.
29. 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.
30. 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
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.:2010-068A-10-27-MEG**

To: Martha L. Salazar, CPPB, Purchasing Agent
HIDALGO COUNTY Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 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"
SPECIFICATIONS/REQUIREMENTS

HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"

RFB: 2010-068A-10-27-MEG

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2010-068A-10-27-MEG

Hidalgo County is seeking to contract with a qualified vendor(s) to furnish "Printing Services & Related Supplies" in accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. Vendor shall furnish all materials and supplies necessary to execute the specified services. These services will be on an "As Needed Basis".

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: Upon requesting, samples/demos and/or proofs shall be furnished to Hidalgo County at no additional cost, for approval prior to printing.

- **Samples:** Will be provided to Hidalgo County designee, prior to printing for approval by Department.
- **Proofs:** Must be supplied prior to printing at no additional cost to the Hidalgo County. The proof shall then be dated, signed by Hidalgo County and returned to vendor for printing.

Pick-up and Delivery Requirements: Successful bidder shall pick-up orders at Hidalgo County designated Department(s), if requested by Department and shall deliver all completed work to the address listed herein. 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.

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: Elena.gomez@co.hidalgo.tx.us.** Or by coming to the Pre-Bid Conference shown on the last page of this bid, 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.

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2010-068A-10-27-MEG

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.

General Requirements: The following are the minimum requirements and/or specifications that will be acceptable by the County. Any bid that does not meet the minimum requirements and/or specifications will be rejected.

- Materials must be available for pick-up and/or delivery to the various locations in Hidalgo County during normal working hours, Monday through Friday
- All items must be shipped **F.O.B. INSIDE DELIVERY.**
- All purchases will be on an "**As Needed Basis**", there are no set quantities to be purchased.
- All products furnished under this RFB shall be warranted by the vendor to be free from defects and fit for the intended use.
- All costs and expenses associated with the preparation and submission of bids shall be the Responsibility of the bidder and no reimbursement for such charges shall be passed onto Hidalgo County.
- **BID PAGE** - Vendor must thoroughly fill in each section of the Bid Page (Exhibit "B") if applicable, for not applicable please type/write in N/A on the form. **INCOMPLETE** submittals shall be considered a probable cause for disqualification.
- Vendor should match the sample as much as possible

SECTION A

ITEMS in addition to the individual items listed per department: All materials and supplies necessary, but not limited to the following, Please note as per Department's required information. (i.e. address, phone number, fax number, etc.)

PLAIN PAPER: (White or ivory paper minimum of 20lbs)

LETTERHEAD (White or ivory paper minimum of 20% or 25% Cotton Fine/Linen)

- ***Standard size*** -8.5 x 11 Letterhead with County Logo/seal and up to two colors for lettering.
- ***Legal size-***(White or ivory paper minimum of 20% or 25% Cotton Fine/Linen)
8.5 x 14 Letterhead with County Logo/seal and up to two colors for lettering.

ENVELOPES: must give price per box indicated Qty of box (White wove or Ivory paper minimum 24lbs)

- ***Standard size*** w/ without window 4 1/8 x 9 1/2 w County Logo/seal and up to two colors for lettering
- ***Legal size-*** w/ without window 4 1/8 x 9 1/2 w County Logo/seal and up to two colors for lettering

BUSINESS CARDS: must give price per box indicated Qty of box (White or Ivory paper)

- ***Business Cards (1)*** one sided 2 x 3 1/2 with County Logo/seal and up to two colors for lettering
- ***Business Cards (2)*** two sided 2 x 3 1/2 with County Logo/seal and up to two colors for lettering

BANKNOTES:

- ***Watermark***
- ***Security Fibers***
- ***Optically Dead Chemically Sensitive Security Paper***
- ***Paper Treated with laser Toner Retention***

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2010-068A-10-27-MEG

- *Engraved Intaglio Printing*
- *Engraved Intaglio Latent Images "V" and "R"*
- *Engraved "Vital Record" Micro-print*
- *State/ City Departmental Name of Vital Record*
- *State/City Departmental Seals*
- *"Void" Copy Background*
- *Prismatic Print*
- *Screened State/City/Departmental Seal*
- *Erasure Sensitive Inks*
- *Sequential Control Numbering & Bar-coding*

SECTION B

Description		Estimated Quantity	Special Instructions
Purchasing Department			
1	8.5 x 11 Letterhead with Watermark and with Cty Logo in Gold & Dept Info. In Blue (Linen) 20lbs	10,000	samples
2	8.5 x11 Heavyweight printing paper inkjet paper 24lbs / 28lbs		samples
3	Envelopes w/ without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blue	10,000	samples
4	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 1/2 x 2	1,000	samples
County Court @ Law No. 5			
1	Envelope w/ without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blue	3,500	samples
2	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue	500	samples
3	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 1/2 x 2	2500	samples
93RD District Court			
1	Order of Release 8.5 x 11 -3 Carbon Copy sheets white, yellow and pink, top binding, Cty Logo in the bottom	2,500	samples
2	Order of Commitment, 8.5 x 11 -3 Carbon Copy sheets all in white, top binding, 1 st page is front/ back the other two only front Cty Logo in the bottom	2,500	samples
3	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue with the State of Texas Emblem as a Watermark	2,500	samples
4	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 1/2 x 2	2,500	samples
5	Business Cards w Cty Logo on the Right of the card and State of Texas on the left in Gold & Dept Info. In Blue 3 1/2 x 2	2,500	samples
6	Award/Certificate 8x11 1/2 Gold border with Blk Letters	2,500	samples
Elections Department			
	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blk	500 per box	samples
2	Envelopes w/ without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blk	500 per box	samples
3	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 1/2 x 2**See Sample***	sample	samples
4	Notepads		
Budget /Public Affairs/ W/Comp/Employee Benefits			
1	Envelopes w/ without window 4 x 9 1/2 w Cty Logo & Dept Info. Blue/Gold ink	500	samples
2	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 1/2 x 2	2,000	samples
3	2 x 10 desk/door name plates Blk w/ white letters	5	copy
Justice of the Peace Pct 2 Place 2			
1	Business Cards w Pink Rose & Blk letters 3 1/2 x 2	2,000	sample
2	4x 9 1/2 Jacket with Blk letters*The State Of Texas		sample

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2010-068A-10-27-MEG

449TH Judicial District of Texas			
1	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 ½ x 2 (White linen, raised printed)	3000	sample
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blk. 25% Cotton, raised printed.	1000	sample
3	Envelopes w/ without window (White) 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blk	500	sample
R.O.W			
1	Business Cards w Cty Logo & Dept Info. In Blk 3 ½ x 2	5000	sample
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blue. Linen, raise printed.	3000	sample
PCT 4			
1	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 ½ x 2 (White linen, raised blk printed) for about 10 employees	2,000	samples
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blk. 25% Cotton, raised printed. Texture Bond 25 % cotton	2,000	samples
3	Envelopes w/ without window (White) 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blk (flat)	2,000	sample
4	Polypropylene Stickers with face adhesive 3" x 3"	10,000 (A) 10,000 (B)	samples
5	Service Work order Books 9" x 5.5" (2part of 50 pages) in sequence	5,000	sample
6	Work Order Books 9" x 5.5 (2part of 50 pages) in sequence	5,000	sample

Health & Human Services			
1	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue	5,000	sample
2	Envelope w/ without window 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blue	5,000	sample
3	Postmaster label for mail outs w Cty Logo in Blk & Dept. info. In Blk 4"x3"	5,000	sample
4	The HCCS-HCIHCP cards (perforated) all in blk	5,000	sample
5	9x 5 Index card Form L-37	5,000	sample
6	Chest Clinic Appointment Card 2"x4" letters in blk	5,000	sample
7	3 ½ x 6 Blue Blk letters Registro de Tratamiento Preventive (English & Spanish)	5,000	sample

HEALTH FLYERS: (English & Spanish flyers)

8	Attention...Parents flyer 8 ½ x 11 Glossily in color with border	5,000	sample
9	HPV Vaccine flyer 8 ½ x 11 glossily in color (English & Spanish)	5,000	sample
10	Information for Healthcare providers from CDC (VFC) 8 ½ x 11 glossily in color	5,000	sample
11	Information for parents from CDC (VFC) 8 ½ x 11 glossily in color	5,000	sample
12	National Infant Immunization Campaign flyer 8 ½ x 11 glossily in color	5,000	sample
13	Vaccine Freezer Setup flyer 8 ½ x 11 glossily in color (English & Spanish) IMM-966	5,000	sample
14	Vaccine Freezer Setup flyer 8 ½ x 11 glossily in color (English & Spanish) IMM-962	5,000	sample
15	Acceptable Temperatures for Vaccines 8 ½ x 11 glossily in color	5,000	sample
16	Vaccine Coordinator 8 ½ x 11 glossily in color	5,000	sample
17	Monthly Care of Vaccine Storage Units 8 ½ x 11 glossily in color	5,000	sample
18	Keep your Germs to yourself 8 ½ x 11 glossily in color	5,000	sample
19	Alto A la Gripe Texasflu.org. 8 ½ x 11 glossily in color	5,000	sample
20	FAQ from parents about Vaccines for Infants 8 ½ x 11 copy paper color	5,000	sample
21	8 ½ x 11 letter copy paper color 20 lb (several flyers all same format)	5,000	samples

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
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HEALTH FORMS: Pad 50 sets

22	Referral Form 3 part (white, yellow and pink) 8 ½ x 11 letter in blk	5,000	sample
23	On-site Wastewater Systems Checklist 2 part (white & yellow) 8 ½ x 11 letter in blk	5,000	sample
24	How to obtain a Cty Permit for an on-site sewerage Facility 2 part (white & yellow) 8 ½ x 11 letter in blk	5,000	sample
25	Foster Home Inspection Report 3 part (white, yellow and pink) 8 ½ x 11 letter in blk	5,000	sample
26	Sanitary Inspection Form 3 part (white, yellow and pink) 8 ½ x 11 letter in blk	5,000	sample
27	Investigation Report Occupational Health Regulation #2-B 4 part (white, yellow, pink & orange) 8 ½ x 11 letter in blk	5,000	sample
28	License to Operate OSSF form 8 ½ x 11 letter in blk	5,000	sample
29	Temporary Food Establishment Permit Request 8 ½ x 11 letter in blk	5,000	sample
30	Environmental & Consumer Health Protection Complaint Form 8 ½ x 11 letter in blk	5,000	sample
31	CMS 1500 NCR 2 part for computer (front and back)	5,000	samples

HEALTH BOOKS:

32	On site sewage Facility Inspection fees wrapped around cover 8 3/8 x 5 " 3 parts 50 sets to a book in sequence perforated	5,000	sample
33	Health Permit Inspection Fees wrapped around cover 8 3/8 x 5 " 3 parts 50 sets to a book in sequence perforated	5,000	sample

TERMS & CONDITIONS:

1. Term of contract is for one (1) year period with County's option to renew contract for additional two (2) one (1) year term under the same rates and conditions.
2. County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.
3. Hidalgo County has the authority to utilize State Contracts and under cooperative purchasing participation when ever it is in the County's best interest to do so.
4. Hidalgo County reserves the right to add or delete items during the term of the contract under the same rates and conditions.
5. Any contract awarded to a successful bidder will be in effect until;
 - a) The contract expires
 - b) Delivery acceptance of products and/or performance of services ordered, or
 - c) Terminated by County with thirty (30) days written notice prior to be cancellation.
6. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County Determines it is in its best interest to do so.
7. Insurance requirements for this project to be maintained through out the contract term (Refer to limits on the Exhibit "C" for limits).
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 advantage to the County.
9. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
10. After bid is awarded and low bidder s default s in meeting the general instructions to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item.

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
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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,

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
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records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

- 5) **Dollar Limit to Price Changes:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:

PRE-BID CONFERENCE

A pre-bid conference will be held on TUESDAY October 19, 2010 at 9:30 a.m. in Hidalgo County Purchasing Department Conference Room located at 2802 South Business Hwy. 281, Edinburg, Texas. The purpose of the pre-bid conference is to answer any questions associated to the Specifications and/or Requirements or/and view the sample if necessary. It is the responsibility of the bidder to acquire all applicable data needed to submit a bonafide response. **ALL BIDDERS ARE ENCOURGED TO ATTEND THIS CONFERENCE.**

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO Elena.gomez@co.hidalgo.tx.us by no later than Wednesday October 13, 2010 @ 5:00 P.M. Responses will be sent to all applicants via facsimile or e-mail by no later than Friday October 15, 2010 @ 5:00 P.M.

EXHIBIT "B"

BID PAGE

**HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"**

RFB: 2010-068A-10-27-MEG

EXHIBIT "B"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
RFB NO.; 2010-068A-10-27-MEG

SECTION A

LETTERHEAD		PRICES	
NO.	Description	1 color	2 colors
1	Standard size -8.5 x 11 Letterhead with County Logo/seal and up to two colors for lettering.		
2	Legal size- 8.5 x 14 Letterhead with County Logo/seal and up to two colors for lettering.		

BUSINESS CARDS:

NO.	Description	1 color	2 colors
1	Business Cards (1) one sided 2 x 3 ½ with County Logo/seal and up to two colors for lettering		
2	Business Cards (2) two sided 2 x 3 ½ with County Logo/seal and up to two colors for lettering		

ENVELOPES:

NO.	Description	1 color	2 colors
1	Envelopes with windows 4 1/8 x 9 ½ w County Logo/seal and up to two colors for lettering		
2	Envelopes without window 4 1/8 x 9 ½ w County Logo/seal and up to two colors for lettering		

SECTION B

	Description	Estimated Quantity	unit PRICES	TOTAL
Purchasing Department				
1	8.5 x 11 Letterhead with Watermark and with Cty Logo in Gold & Dept Info. In Blue (Linen) 20lbs	10,000		
2	8.5 x11 Heavyweight printing paper inkjet paper 24lbs / 28lbs	10,000		
3	Envelopes w/ without window 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blue	10,000		
4	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 ½ x 2	1,000		
County Court @ Law No. 5				
		Estimated Quantity	unit PRICES	TOTAL
1	Envelope w/ without window 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blue	3,500		
2	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue	500		
3	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 ½ x 2	2500		
93RD District Court				
		Estimated Quantity	unit PRICES	TOTAL
1	Order of Release 8.5 x 11 -3 Carbon Copy sheets white, yellow and pink, top binding, Cty Logo in the bottom	2,500		
2	Order of Commitment, 8.5 x 11 -3 Carbon Copy sheets all in white, top binding, 1 st page is front/ back the other two only front Cty Logo in the bottom	2,500		
3	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue with the State of Texas Emblem as a Watermark	2,500		
4	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 ½ x 2	2,500		
5	Business Cards w Cty Logo on the Right of the card and State of Texas on the left in Gold & Dept Info. In Blue 3 ½ x 2	2,500		
6	Award/Certificate 8x11 ½ Gold border with Blk Letters	2,500		
Elections Department				
		Estimated Quantity	unit PRICES	TOTAL
	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blk	500 per box		
2	Envelopes w/ without window 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blk	500 per box		
3	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 ½ x 2**See Sample***	sample		
4	Notepads			
Budget /Public Affairs/ W/Comp/Employee Benefits				
		Estimated Quantity	unit PRICES	TOTAL
1	Envelopes w/ without window 4 x 9 ½ w Cty Logo & Dept Info. Blue/Gold ink	500		
2	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 ½ x 2	2,000		
3	2 x 10 desk/door name plates Blk w/ white letters	5		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
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Justice of the Peace Pct 2 Place 2		Estimated Quantity	unit PRICES	TOTAL
1	Business Cards w Pink Rose & Blk letters 3 ½ x 2	2,000		
2	4x 9 ½ Jacket with Blk letters*The State Of Texas			
449TH Judicial District of Texas		Estimated Quantity	unit PRICES	TOTAL
1	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 ½ x 2 (White linen, raised printed)	3000		
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blk. 25% Cotton, raised printed.	1000		
3	Envelopes w/ without window (White) 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blk	500		
R.O.W		Estimated Quantity	unit PRICES	TOTAL
1	Business Cards w Cty Logo & Dept Info. In Blk 3 ½ x 2	5000		
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blue. Linen, raise printed.	3000		
PCT 4		Estimated Quantity	unit PRICES	TOTAL
1	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 ½ x 2 (Wht linen, raised blk printed) for about 10 employees	2,000		
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blk. 25% Cotton, raised printed. Texture Bond 25 % cotton	2,000		
3	Envelopes w/ without window -Wht 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. In Blk (flat)	2,000		
4	Polypropylene Stickers with face adhesive 3" x 3"	10,000 (A) 10,000 (B)		
5	Service Work order Books 9" x 5.5" (2part of 50 pages) in sequence	5,000		
6	Work Order Books 9" x 5.5 (2part of 50 pages) in sequence	5,000		
Health & Human Services		Estimated Quantity	unit PRICES	TOTAL
1	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue	5,000		
2	Envelope w/ without window 4 1/8 x 9 ½ w Cty Logo in Gold & Dept Info. Blue	5,000		
3	Postmaster label for mail outs w Cty Logo in Blk & Dept. info. In Blk 4"x3"	5,000		
4	The HCCS-HCIHCP cards (perforated) all in blk	5,000		
5	9x 5 Index card Form L-37	5,000		
6	Chest Clinic Appointment Card 2"x4" letters in blk	5,000		
7	3 ½ x 6 Blue Blk letters Registro de Tratamiento Preventive	5,000		
8	Attention...Parents flyer 8 ½ x 11 Glossily in color with border	5,000		
9	HPV Vaccine flyer 8 ½ x 11 glossily in color	5,000		
10	Information for Healthcare providers from CDC (VFC) 8 ½ x 11 glossily in color	5,000		
11	Information for parents from CDC (VFC) 8 ½ x 11 glossily in color	5,000		
12	National Infant Immunization Campaign flyer 8 ½ x 11 glossily in color	5,000		
13	Vaccine Freezer Setup flyer 8 ½ x 11 glossily in color IMM-966	5,000		
14	Vaccine Freezer Setup flyer 8 ½ x 11 glossily in color IMM-962	5,000		
15	Acceptable Temperatures for Vaccines 8 ½ x 11 glossily in color	5,000		
16	Vaccine Coordinator 8 ½ x 11 glossily in color	5,000		
17	Monthly Care of Vaccine Storage Units 8 ½ x 11 glossily in color	5,000		
18	Keep your Germs to yourself 8 ½ x 11 glossily in color	5,000		
19	Alto A la Gripe Texasflu.org. 8 ½ x 11 glossily in color	5,000		
20	FAQ from parents about Vaccines for Infants 8 ½ x 11 copy paper color	5,000		
21	8 ½ x 11 letter copy paper color 20 lb (several flyers all same format)	5,000		
22	Referral Form 3 part (wht, yellow and pink) 8 ½ x 11 letter in blk Pad of 50	5,000		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
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	sets			
23	On-site Wastewater Systems Checklist 2 part (wht, yellow) 8 ½ x 11 letter in blk	5,000		
24	How to obtain a Cty Permit for an on-site sewerage Facility 2 part (wht, yellow) 8 ½ x 11 letter in blk	5,000		
25	Foster Home Inspection Report 3 part (wht, yellow & pink) 8 ½ x 11 letter in blk	5,000		
26	Sanitary Inspection Form 3 part (wht, yellow & pink) 8 ½ x 11 letter in blk	5,000		
27	Investigation Report Occupational Health Regulation #2-B 4 part (wht, yellow, pink & orange) 8 ½ x 11 letter in blk	5,000		
28	License to Operate OSSF form 8 ½ x 11 letter in blk	5,000		
29	Temporary Food Establishment Permit Request 8 ½ x 11 letter in blk	5,000		
30	Environmental & Consumer Health Protection Complaint Form 8 ½ x 11 letter in blk	5,000		
31	CMS 1500 NCR 2 part for computer	5,000		
32	On site sewage Facility Inspection fees wrapped around cover 8 ¾ x 5 " 3 parts 50 sets to a book in sequence perforated	5,000		
33	Health Permit Inspection Fees wrapped around cover 8 ¾ x 5 " 3 parts 50 sets to a book in sequence perforated	5,000		

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NO/FAX NO: _____

CELL PHONE NO: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

EXHIBIT "C"
INSURANCE REQUIREMENTS

HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"

RFB: 2010-068A-10-27-MEG

EXHIBIT “C”
Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(other than Professional 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.	
INSURED		INSURERS AFFORDING COVERAGE	
		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 (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE OCCUR				MEDICAL (Any one person) \$
	<input type="checkbox"/> OWNER'S & CONT. PROT				PERSONAL & ADV INJURY \$
	<input type="checkbox"/> OWNER'S PROTECTIVE LIABILITY				ANNUAL AGGREGATE \$
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC				PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY AGG \$
C	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
					\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATUS- <input type="checkbox"/> OTHER TORY LIMITS
					E.L. EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	OTHER				

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	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY 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"

CIQ FORM

**HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"**

RFB: 2010-068A-10-27-MEG

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

VENDOR'S APPLICATION
&
W-9 FORM

HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"

RFB: 2010-068A-10-27-MEG

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.

Social security number								

or

Employer identification number								

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

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 ²

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

²However, 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.

***CERTIFICATION REGARDING
DEBARMENT***

**HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"**

RFB: 2010-068A-10-27-MEG

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 indicated 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 verify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

DRAFT AGREEMENT

**HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"**

RFB: 2010-068A-10-27-MEG

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-

THIS CONTRACT is made and entered into this _____ day of _____, 2010 by and between the **County Of Hidalgo, Texas** ("County"), and _____ a _____, ("Company").

WHEREAS, Company responded to advertised notices for bids for **"Printing Services And Related Supplies"** the "Services") for **Hidalgo County**; 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 _____, 2010 and ending on _____, 2011. Hidalgo County at its sole discretion may elect the option to extend the contract for two (2) one (1) year term under 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

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 without cause with thirty day's 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 _____, 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

DRAFT

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

DRAFT

EXHIBIT "B"
VENDOR'S BID

DRAFT

EXHIBIT "C"
INSURANCE REQUIREMENTS

DRAFT

EXHIBIT "B"
VENDOR'S BID

TABULATION SHEET
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
RFB NO.: 2010-068A-10-27-MEG

GATEWAY

PURCHASING DEPARTMENT				
SECTION "B"		QTY	GATEWAY	
			Unit Price	Qty
1	Envelopes with window	10,000	.06497	649.70
2	Envelope without window	10,000	.09844	984.40

Budget /Public Affairs/ W/Comp/Employee Benefits				
SECTION "B"		QTY	GATEWAY	
			Unit Price	Qty
1	Envelopes without window	500	.3480	174.00
		1000	.19785	197.85
2	Business Cards w Cty Logo	500	.0920	46.00
		1000	.05125	51.25
3	2 ¼ x 10 Slide-in desk plate	5	5.14	25.70
4	2 ¼ x 10 standard slide-in wall sign door	5	4.54	22.70

HEALTH AND HUMAN SERVICES				
SECTION "B"		QTY	GATEWAY	
			Unit Price	Qty
1	Postmaster label for mail outs	500	.14	70.00
		1000	.09	90.00
2	HCCS-HCIHCP cards	500	.4346	217.30
		1000	.26565	265.65
3	Chest Clinic Appointment Card	500	---	---
		1000	.08825	88.25

EXHIBIT B
HIDALGO COUNTYADDENDUM 2**
"PRINTING SERVICES & RELATED SUPPLIES"
RFB NO., 2010-068A-10-27-MEG

OPENED
 9:43am
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SECTION A

STANDARD LETTERHEAD		QTY	PRICES	
NO.	Description	QTY	1 color	2 colors
1	Standard size -8.5 x 11 Letterhead with County Logo/seal and up to two colors for lettering. 24 LB white linen	500	101.00	138.50
		1000	145.00	186.00
2	Legal size- 8.5 x 14 Letterhead with County Logo/seal and up to two colors for lettering. 24 LB white linen	500	NA	NA
		1000	NA	NA

STANDARD BUISNESS CARDS:

NO.	Description	QTY	1 color	2 colors
1	Business Cards (1) one sided 2 x 3 1/2 with County Logo/seal and up to two colors for lettering 24 LB white linen	500	45.50	53.75
		1000	57.50	62.25
2	Business Cards (2) two sided 2 x 3 1/2 with County Logo/seal and up to two colors for lettering 24 LB white linen	500	95.50	103.75
		1000	102.50	112.25

STANDARD ENVELOPES:

NO.	Description	QTY	1 color	2 colors
1	Envelopes with windows 4 1/8 x 9 1/2 w County Logo/seal and up to two colors for lettering 25% cotton <i>24lb Bond Env</i>	500	114.30	199.45
		1000	136.45	225.10
2	Envelopes without window 4 1/8 x 9 1/2 w County Logo/seal and up to two colors for lettering 25% cotton	500	170.25	174.00
		1000	206.75	197.85

SECTION B

Purchasing Department		QTY	UNIT PRICE
1	8.5 x 11 Letterhead with Watermark and with Cty Logo in Gold & Dept Info. In Blue (Linen) 20lbs	10,000	NA
2	Envelopes with and without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blue 25% cotton <i>Wind Env 24 Lb</i>	10,000	984.40
3	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 1/2 x 2 25% cotton raised	1,000	51.25
County Court @ Law No. 5		QTY	UNIT PRICE
1	Envelope without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blue 25 % cotton	500	161.25
		1000	234.25
2	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue 25% cotton raised	500	138.50
		1000	185.00
3	Business Cards w Cty Logo in Gold & Dept Info. In Blue 3 1/2 x 2 (reg)	500	55.50
		1000	63.75
93RD District Court		QTY	UNIT PRICE
1	Order of Release 8.5 x 11 -3 Carbon Copy sheets white, yellow and pink, top binding, Cty Logo in the bottom	500	269.85
		1000	373.20
2	Order of Commitment, 8.5 x 11 -3 Carbon Copy sheets all in white, top binding, 1st page is front/ back the other two only front Cty Logo in the bottom	500	322.45
		1000	431.20
3	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue with the State of Texas Emblem as a Watermark 25 % cotton (flat)	500	255.60
		1000	289.45
4	Business Cards w Cty Logo on the Right of the card and State of Texas on the left in Gold & Dept Info. In Blue 3 1/2 x 2 raised	500	63.00
		1000	68.25
5	Award/Certificate 8x11 1/2 Gold border with Blk Letters	500	238.60
		1000	410.30
6	Envelope without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blue 25 % cotton	500	702.50
		1000	378.90
Elections Department		QTY	UNIT PRICE
1	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blk foil 25% cotton	500	207.50
		1000	296.25
2	Envelopes without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blk	500	241.00
		1000	356.00
3	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 1/2 x 2 foil 25% cotton	500	138.75
		1000	167.50

ΕΛΠΙΔΗ D
HIDALGO COUNTYADDENDUM 2**
"PRINTING SERVICES & RELATED SUPPLIES"
RFB NO.;; 2010-068A-10-27-MEG

9:42am
 06-10-10
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Budget /Public Affairs/ W/Comp/Employee Benefits		QTY	UNIT PRICE
1	Envelopes without window 4 x 9 1/2 w Cty Logo & Dept Info. Blue/Gold ink flat white	500	174.00
		1000	197.85
2	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 1/2 x 2	500	46.00
		1000	51.25
3	2 1/4 x 10 Slide-in desk plate in silver with name plate in black slide in 2" letters in white	5	25.70
4	2 1/4 x 10 standard slide-in wall sign door in silver name plate in Black w/ white letters	5	22.70
Justice of the Peace Pct 2 Place 2		QTY	UNIT PRICE
1	Business Cards w Pink Rose & Blk letters 3 1/2 x 2 raised	500	96.00
		1000	101.25
2	4x 9 1/2 Jacket with Blk letters*The State Of Texas <i>SPECIAL ORDER - MINIMUM 5,000 - 395.15 €</i>	500	
		1000	
449TH Judicial District of Texas		QTY	UNIT PRICE
1	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 1/2 x 2 (White linen, raised printed) 24 lbs	500	54.95
		1000	62.95
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blk. 25% Cotton, raised printed.	500	138.50
		1000	186.00
3	Envelopes without window (White) 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blk 25 % cotton	500	157.25
		1000	228.50
R.O.W		QTY	UNIT PRICE
1	Business Cards w Cty Logo & Dept Info. In Blk 3 1/2 x 2 100lb cover full color	500	56.25
		1000	82.50
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blue. Linen, flat	500	225.35
		1000	267.60
PCT 4		QTY	UNIT PRICE
1	Business Cards w Cty Logo in Gold & Dept Info. In Blk 3 1/2 x 2 (Wht linen, raised blk printed)	2,000	249.00
2	8.5 x 11 White Letterhead w Cty Logo in Gold & Dept Info. In Blk 25% Cotton, raised printed. 25 % cotton	2,000	286.00
3	Envelopes without window -Wht 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. In Blk (flat)	2,000	261.25
4	Polypropylene Stickers with face adhesive 3" x 3" sequence number <i>A + B 10,000 ea \$1,525.00 ←</i>	10,000 (A)	
		10,000 (B)	
5	Service Work order Books 9" x 5.5" (2part of 50 pages) in sequence wrap around	5,000	NA
6	Work Order Books 9" x 5.5 (2part of 50 pages) in sequence wrap around	5,000	NA
Health & Human Services		QTY	UNIT PRICE
1	8.5 x 11 Letterhead w Cty Logo in Gold & Dept Info. In Blue raised	500	138.50
		1000	186.00
2	Envelope w/ without window 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. Blue	500	191.40
		1000	215.25
3	Postmaster label for mail outs w Cty Logo in Blk & Dept. info. In Blk 4"x3"	500	90.00
		1000	90.00
4	The HCCS-HCIHCP cards (perforated) all in blk die cut 2 1/8 x 3 3/8 24 lbs	500	217.30
		1000	265.65
5	9x 5 Index card Form L-37 110 index blk 2 sides	500	145.00
		1000	170.90
6	Chest Clinic Appointment Card 2"x4" letters in blk blue paper 110 index 2 sides	500	82.65
		1000	88.25
7	3 1/2 x 6 Blue Blk letters Registro de Tratamiento Preventive	500	143.85
		1000	163.10
8	Attention...Parents flyer 8 1/2 x 11 Glossily in color with border 100 lbs	500	323.55
		1000	356.45

*NO 199.4
 NO 225.1*

CAPITULO D
 HIDALGO COUNTY**ADDENDUM 2
 "PRINTING SERVICES & RELATED SUPPLIES"
 RFB NO.;; 2010-068A-10-27-MEG

OPENED
 9:43am
 10-27-20
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9	HPV Vaccine flyer 8 ½ x 11 glossily in color 100 lbs	500	323.55
		1000	356.55
10	Information for Healthcare providers from CDC (VFC) 8 ½ x 11 glossily in color 100 lbs	500	313.05
		1000	346.00
11	Information for parents from CDC (VFC) 8 ½ x 11 glossily in color 100 lbs	500	313.05
		1000	346.00
12	National Infant Immunization Campaign flyer 8 ½ x 11 glossily in color 100 lbs	500	313.05
		1000	346.00
13	Vaccine Freezer Setup flyer 8 ½ x 11 glossily in color IMM-966 100 lb cover	500	324.25
		1000	364.05
14	Vaccine Freezer Setup flyer 8 ½ x 11 glossily in color IMM-962 100 lb cover	500	324.05
		1000	364.05
15	Acceptable Temperatures for Vaccines 8 ½ x 11 glossily in color 100 lb cover	500	324.05
		1000	364.05
16	Vaccine Coordinator 8 ½ x 11 glossily in color 100 lb cover	500	324.05
		1000	364.05
17	Monthly Care of Vaccine Storage Units 8 ½ x 11 glossily in color 100 lb cover	500	324.05
		1000	364.05
18	Keep your Germs to yourself 8 ½ x 11 glossily in color	500	314.95
		1000	342.90
19	Alto A la Gripe Texasflu.org. 8 ½ x 11 glossily in color 80 lb gloss	500	314.95
		1000	342.90
20	FAQ from parents about Vaccines for Infants 8 ½ x 11 copy paper color 20 lb	500	300.85
		1000	318.55
21a	8 ½ x 11 letter copy paper color 20 lb full color (No Habra influenza en mi Casa)	500	300.85
		1000	318.55
21b	8 ½ x 11 letter copy paper color 20 lb full color (La influenza: una guia para los padres)	500	300.85
		1000	318.55
21c	8 ½ x 11 letter copy paper color 20 lb full color (Tos Feina- Pertussis)	500	300.85
		1000	318.55
21d	8 ½ x 11 letter copy paper color 20 lb full color (Pertussis-Whooping Cough)	500	300.85
		1000	318.55
21e	8 ½ x 11 letter copy paper color 20 lb full color (Texas Dept of State E59-11364)	500	300.85
		1000	318.55
21f	8 ½ x 11 letter copy paper color 20 lb 2 sided full color (Flu & You folded in three)	500	382.40
		1000	402.65
22	Referral Form 3 part NCR (wht, yellow & pink) 8 ½ x 11 letter in blk Pad of 50 sets	500	137.35
		1000	195.35
23	On-site Wastewater Systems Checklist 2 part NCR (wht, canary 8 ½ x 11 letter in blk	500	137.35
		1000	195.35
24	How to obtain a Cty Permit for an on-site sewerage Facility (wht, canary) 8 ½ x 11 letter in blk NCR 2 part	500	137.35
		1000	195.35
25	Foster Home Inspection Report 3 part NCR (wht, yellow & pink) 8 ½ x 11 letter in blk	500	168.50
		1000	237.05
26	Sanitary Inspection Form 3 part NCR (wht, yellow & pink) 8 ½ x 11 letter in blk	500	168.50
		1000	237.05
27	Investigation Report Occupational Health Regulation #2-B 4 part NCR (wht, yellow, pink & orange) 8 ½ x 11 letter in blk	500	201.60
		1000	323.65

EXHIBIT B
 HIDALGO COUNTY**ADDENDUM 2
 "PRINTING SERVICES & RELATED SUPPLIES"
 RFB NO.;; 2010-068A-10-27-MEG

OPENEL
 01-432
 10-27-0
 Witnessed

28	License to Operate OSSF form 8 1/2 x 11 letter in blk	500	92.85
		1000	106.70
29	Temporary Food Establishment Permit Request 8 1/2 x 11 letter in blk	500	92.85
		1000	106.70
30	Environmental & Consumer Health Protection Complaint Form 8 1/2 x 11 letter in blk	500	92.85
		1000	106.70
31	CMS 1500 NCR 2 part for computer <i>Stock ITEM Form 1500 per ctr - 175.23</i>	500	
		1000	
32	On site sewage Facility Inspection fees wrapped around cover 3 parts 50 sets to a book in sequence perforated 8 1/2 x 5 1/2	500	3,606.70
		1000	7,116.40
33	Health Permit Inspection Fees wrapped around cover 3 parts 50 sets to a book in sequence perforated 8 1/2 x 5 1/2	500	3,606.70
		1000	7,116.40

BIDDER/COMPANY NAME: GATEWAY Printing & Office Supply Inc., Jones-Cook
 ADDRESS: 315 So CLOSER
 CITY/STATE/ZIP: Edinburg, TX 78539
 PHONE NO/FAX NO: 956-383-3861 956-383-4674
 CELL PHONE NO: 956-821-3126
 E-MAIL ADDRESS: _____
 AUTHORIZED SIGNATURE: Junior Cordus
 TITLE: Account MANAGER

EXHIBIT "C"
INSURANCE REQUIREMENTS

NOTE:
SUBJECT TO VENDOR SUBMITTING UPDATED INSURANCE
WITH CORRECT INFORMATION.



CERTIFICATE OF LIABILITY INSURANCE

OP ID NO
GATEW-1

DATE (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 Supply, Inc. dba Jones & Cook Stationers and Jones Office Equipment Mr. Lin Miller 315 S. Closner 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.

INSR ADD'L LTR	INSRD	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"/> PRO-JECT <input type="checkbox"/> LOC	CPA425256713	11/30/09	11/30/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		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 EA ACC \$ AUTO ONLY: 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) <input checked="" type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below	WCA425257213	11/30/09	11/30/10	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

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

CERTIFICATE HOLDER

GATEWAY

Gateway Printing & Office Supply, Inc. dba Jones & Cook Stationers
 315 S. Closner
 Edinburg TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
 SHEPARD WALTON KING INS. GROUP