

Exhibit "A"
Hidalgo County "Specialty Printed Services & Related Supplies"
RFB 2011-152-00-00-MEG

The Hidalgo County Purchasing Department is seeking bids from qualified vendors to provide all materials, supplies, equipment, tools, services and labor necessary on "Specialty Printed Items and Related Supplies". 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".

PLEASE NOTE:

PRE-BID CONFERENCE: 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 can attend A pre-bid meeting has been scheduled to be held on DAY, MONTH DATE, and 2011 @ TIME a.m. in the conference room of the Hidalgo County Purchasing Department, 2802 South Business Hwy 281, Edinburg, TX. When discrepancy occurs between specifications and sample, the sample shall prevail.

Specifications:

Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product

Vital Statistics Forms: Bidder(s) shall ensure that printing of all forms is in compliance with the instructions and requirements contained in Texas.....

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.

Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional cost.

- **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 if requested and shall deliver all completed work to the addresses listed on the County Purchase order. Inside delivery locations will be stated on each Hidalgo County Purchase Order. Inside delivery shall be included in the bid price.

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.

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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.

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

TERMS AND CONDITIONS:

1. The initial term of the contract shall be for one (1) year and may be extended at the sole discretion of Hidalgo County for an additional one (1) year term under the same rate, terms and conditions.
2. Hidalgo County reserves the right to extend the contract for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delay in the procurement of subsequent bid process.
3. The bidder who is awarded will ensure that all insurance documentation as per Exhibit "C" will be submitted to the Hidalgo County Purchasing Department on a timely manner.
4. Bid prices are to remain firm from **BID AWARD DATE** through the termination of the contract.
5. All costs and expenses associated with the preparation and submission of RFB's shall be the responsibility of the bidder and not the reimbursements for such charges or expenses shall be passed onto Hidalgo County.
6. Hidalgo County shall award the bid on a lump sum basis and/or item by item bid basis to one bidder, multiple bidders, primary or secondary vendor(s) whichever is in the best interest of the County. For evaluation and consideration of items bid, samples will be submitted upon request.
7. County will seek purchases from state awarded vendors whenever it is, its best interest to do so.
8. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to

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bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.

9. Hidalgo County reserves the right to add or delete during the term of the contract under the same rates and conditions.
10. 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.
11. 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.
12. 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.
13. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
14. Bid on each item separately. Provide unit price on quantity specified and extended amount. In the event of error in extensions, the unit price shall govern.

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.

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Approved price changes are not applicable to orders already issued and in process at time of price change.

- 2) **Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
- 3) **Timeframe for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.
- 4) **Allowable Review Periods:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
- 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:

All cost and expenses associated with the preparation and submission of all (bid, proposals, statements of qualifications (RFQ) and quotes shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding the RFB's be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED. ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA E-MAIL elena.gomez@co.hidalgo.tx.us BY NO LATER THAN 5:00 P.M. on day month date, 2011 to (956) 318-2629.** Responses to said questions will be sent to all participating vendors via facsimile or e-mail by day month date, 2011,

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SECTION I – SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity
Inmate Trust Fund Receipt Books <ul style="list-style-type: none"> • Finished Size: 7 ¼" x 11" • Color Sequence: 3 part NCR white, canary, pink • Four Receipts to a page: 3 horizontal perforations • Pages per book: 50 sheets (200 numerical receipts per books) • Imprint Colors: Black and Red for Numbers • Numbering: Four (4) numbers per page • Starting Number: <u>№ 672151</u> 	200

SECTION II- DISTRICT CLERK:

Description	Estimated Minimum Quantity
Minute Binder <ul style="list-style-type: none"> • Indestructo Binders • Injection molded covers of high impact, polystyrene • Heritage Recorder Metal • Swing-away hinge flap or angle tab (xer-cap) • Capacity 1 ¾" – 3" • 11 lines of lettering 	750
Minute Paper <ul style="list-style-type: none"> • Byron Weston Xerographic (Bright White) • 100 % Cotton (Rag) • 8 ½" x 14" Paper • Rectangle Hole Punch • 500 Sheets per ream 	2,000 Reams
#10 Envelopes <ul style="list-style-type: none"> • Item Size 4 ⅛" x 9 ½" • Description: 25% Cotton • Imprint Specifications/Process: Flat Print • Imprint Location: Front • Imprint colors: 2PMS Colors 	70,000
#28 Catalog Envelopes White Stock – No Window <ul style="list-style-type: none"> • Item Size: 10" x 13 • Description: 2500 Thermo Graphed • Imprint Specifications/ Process: Flat Print • Imprint Location: Front • Imprint Colors: 2PMS Colors 	10,000
Letterhead Paper <ul style="list-style-type: none"> • Item Size 8 ½" x 11" • 25% Cotton • Imprint Specifications/Process: Flat Print/County Seal w/Foil • Imprint colors 2 PMS 	20,000

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SECTION III-COUNTY CLERKS

Description	Estimated Minimum Quantity
Booklet Envelopes <ul style="list-style-type: none"> • 9½" x 12" Booklet Envelopes • 28# White Stock • With or without peel and stick feature • Printed two (2) color • Special Window 	6,000 per order
Bound Books <ul style="list-style-type: none"> • ¾" Bound Books • Hand Sewn • Red Imitation Leather sides • Red leather Spine and corners • Printed 4 colors • 2 sides on special 100% Cotton archival Byron Weston Linen Ledger • 320 Sheets capability per book • Special Metal rim index in the front • Plain Hubs 	2
Birth/Marriage Envelopes <ul style="list-style-type: none"> • Custom Design • Printed gold ink one side • White crushed marble stock • Finished Size : 4" x 9.5" closed after printing • Folded and glued 	6,000
Marriage License/Certified Marriage License <ul style="list-style-type: none"> • Printed 1/1 color • 32# Custom Ledger that is archival and correct off white color for Marriage License • Certified are numbered front and back 	3,000
Poly Envelopes for Wallet Cards <ul style="list-style-type: none"> • 2 ¾" x 4" • With a special archival poly that will not react chemically with the ink of the cards 	3,000
Banknotes –Legal size <ul style="list-style-type: none"> • Watermark • Security Fibers • Optically Dead Chemically Sensitive Security Paper • Paper Treated with laser Toner Retention • 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 & Barcoding 	10,000 pages