

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-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. If the vendor chooses to transport by a third party delivery, it must be stated under the method of delivery.

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.

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

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

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**
- If the vendor chooses to transport by a third party delivery, it must be stated under the method of delivery and submit the proper insurance as required to that method, however applicable.
- 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 & 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.

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

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.

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

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

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:

PRE-BID CONFERENCE

A pre-bid conference will be held on **Day month date, 2011 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 month date, 2011 @ 5:00 P.M. Responses will be sent to all applicants via facsimile or e-mail by no later than **Friday month date, 2011 @ 5:00 P.M.**

Description		Quantity	Special Instructions
PURCHASING DEPARTMENT			
1	TERMS AND CONDITIONS PAPER: for PO's 28lbs paper printed in black on one side only	30,000 per order	

Description		Quantity	Special Instructions
ADULT PROBATION DEPARTMENT			
1	Appointment Cards - 8½" X 11" Page Size, black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 6 cards	6,000 per year	
2	Probationer Acknowledgment Form - 8½" X 11" Page Size, Single sided print, black ink printing	2,000 per year	
3	Initial Assessment Form - Legal Size Paper 8½" x 14", Double sided print, black ink printing,	1,000 per year	
4	Court Information Form - 8½" X 11" Page Size, Double sided print, black ink printing	1,200 per year	
5	Community Service Restitution ID Card - 8½" X 11" Page Size, 110 lb. paper 4 cards per page, Black ink printing, double sided print, cut into 4 cards	4,000 per year	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

6	Court Notes - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year	
7	Community Service Restitution Program Rules - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year	
8	Authorization To Release Information -8½" X 11" Page Size, single sided print, black ink printing	2,000 per year	
9	Employment Search Forms -8½" X 11" Page Size, single sided print, black ink printing	1,000 per year	
10	Family History Information -8½" X 11" Page Size, Double sided print, black ink printing	6,000 per year	
11	Field Visit Log - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year	
12	Gun Control Act - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year	
13	Guidelines For Payment To The Acct. Dept.- 8½" X 11" Page Size, Double sided print, black ink printing	6,000 per year	
14	Home Visit Cards - 8½" X 11" Page Size, Double sided print, black ink printing, 110 lb. paper, 6 cards per page, cut into 6 cards	1,000 per year	
15	Intake Checklist - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year	
16	Leave Request - 8½" X 11" Page Size, single sided print, black ink printing (not cut)	2,000 per year	
17	Intake Appt. Referral -8½" X 11" Page Size, Double sided print, black ink printing	3,000 per year	
18	Monthly Report (By Mail) -8½" X 11" Page Size, Double sided print, black ink printing English/Spanish	3,000 per year	
19	Monthly Report (In Person) -8½" X 11" Page Size, single sided print, black ink printing	3,000 per year	
20	Office Rules And Regulations - 8½" X 11" Page Size, Double sided print, black ink printing	3,000 per year	
21	Probationer Acknowledgment Form -8½" X 11" Page Size, single sided print, black ink printing		
22	Personal Data Form - 8½" X 11" Page Size, Double sided print, black ink printing	2,000 per year	
23	Probationer Monthly Report Sign-In-Ledger -8½" X 11" Page Size, single sided print, black ink printing	1,000 per year	
24	Payment Schedule -8½" X 11" Page Size, Double sided print, black ink printing	1,500 per year	
25	Receptionists' Slips - 8½" X 11" Page Size, Double sided print, black ink printing, 8 slips per page, cut into 8 individual slips	1,000 per year	
26	Records Control Unit Processing Checklist - 8½" X 11" Page Size, single sided print, black ink printing (not cut)	3,000 per year	
27	R.C.U. Intake File Tracking Form - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year	
28	Referral Cards - 8½" X 14" Legal Page Size, single sided print, black ink printing, 110 lb paper, Green in color, 9 cards per page, cut into 9 cards	1,000 per year	
29	Reassessment Form - 8½" X 14" Legal Page Size, Double sided print, black ink printing	1,000 per year	
30	TCIC/NCIC Request - 8½" X 11" Page Size, single sided print, black ink printing	500 per year	
31	Sign-In Roster - 8½" X 14" Legal Page Size, single sided print, black ink printing	500 per year	
32	Scanning Checklist - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year	
33	TEAS DPS Inquiry Log -8½" X 11" Page Size, single sided print, black ink printing	4,000 per year	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

34	Telephone Message - 8½" X 11" Page Size, single sided print, black ink printing, 4 messages per page, not cut	4,000 per year	
35	Travel Permit Slips - 8½" X 11" Page Size, Double sided print, black ink printing, 4 permits per page, not cut	3,000 per year	
36	Telephone Log - 8½" X 11" Page Size, single sided print, black ink printing	1,500 per year	
37	Website Log - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year	
38	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window	4 boxes of 500	
39	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window,	4 boxes of 500	
40	Pre-Numbered Receipts – 9 ½" x 11" Paper size, continuous feed paper, letters and numbers in red ink print	60,000 per year	Starting No AP 745406

Description		Quantity	Special Instructions
COUNTY AUDITORS OFFICE:			
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat black ink print, watermark gray seal w/ light, dark gray and black shading 500 per ream	2 reams of 500	
2	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat, w/gray watermark seal 500 per ream	2 reams of 500	

Description		Quantity	Special Instructions
COUNTY CLERKS OFFICE:			
1	Recreational Fishing Regulations Cards -3½" X 2", Double sided print, black, blue, red, green ink, shading – light blue	1,000	
2	Recreational Hunting Regulations Cards - 3½" X 2", Double sided print, black, blue, red, green ink, shading – light blue	1,000	
3	Business Cards - - 3½" X 2", Blue and red ink Raised Lettering, w/ blue Raised Seal and lettering, Single sided print-500 per box, landscape layout		Logo will change
4	Business Cards - - 3½" X 2", Blue and red ink Raised Lettering, w/blue Raised Seal and lettering, Single sided print-500 per box, landscape layout		Logo will change
5	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue and red print, w/ blue flat print seal 500 per box, with window	40 boxes of 500 per box	Logo will change
6	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue and red print, w/ blue flat print seal 500 per box, plain with no window	40 boxes of 500 per box	Logo will change
7	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window	40 boxes of 500 per box	Logo will change
8	Letterhead Paper - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print blue/red ink, blue seal w/blue flat lettering, 500 per ream, Watermark seal	30 reams of 500 sheets	Logo will change
9	Certificate Of Withdrawal From Business -- 8.5" X 11", Black ink printing, blue border, Fine quality bond paper	10,500 ea	Will stay the same
10	Assumed Name Certificate - 8.5" X 11" Form, Black border, Black ink printing, Double sided print, fine quality bond paper	10,500 ea	Will stay the same
11	Newly Wed Letter -- 8.5" X 11", Fine quality bond paper, Blue/Red/Black ink, double sided, flat print with/watermark seal**** English & Spanish (front and Back)	10,000ea	Logo will change
12	Scratch Pads – 7" X 4 ¼" –Note pad,	500 pads of	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

13	Birth/Marriage Envelopes- 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	
14	Booklet Envelopes-- 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	

Description		Quantity	Special Instructions
H.I.D.T.A. TASK FORCE:			
1	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, with window	4 boxes of 500	
2	Letterhead Paper - -- 8.5" X 11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream	4 reams of 500	
3	Business Cards -3½" X 2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout	1 box of 500 Per each	9 people
4	Mailing Labels – 3"X4" flat print, black ink w/gold foil stamp, 500 per roll	Needed every other year	
5	Vehicle Impoundment Report - 8.5" X 11" Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, one sided print	500	
6	Receipt For Forms -8.5" X 11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print	500	
7	Investigative File Jacket – 9"X13" Page size, Light Blue Tag Board, Black ink front & back of front cover back page blank w/ two hole punch on top (centered)		
8	Investigative File Jacket – 9"X13" Page size, Canary Yellow Tag Board, Black ink front & back of front cover page only back page blank w/ two hole punch on top (centered)		
9	Dividers Multi-Color – 9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400 sets purchase yearly	
10	Name Plate – Wood Base, w/Black, brass double mounted, w/2 seals , w/name and title	On as needed basis	

Description		Quantity	Special Instructions
HUMAN RESOURCES:			
1	Business Cards - - 3½" X 2", Blue ink Raised Lettering, w/ gold foil stamp w/blue Raised lettering, Single sided print-500 per box, landscape layout	500 per box	6 people/ 1 box per ea
2	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue, w/ gold foil stamp seal 500 per box, plain with no window	4 boxes of 500 ea box	
3	Interview Worksheet -- 8.5" X 11" Black ink printing, single sided	5,000 ea	
4	Interview Selection Form-- 8.5" X 11" Black ink printing, gold seal w/black lettering	5,000 ea	
5	Letterhead Paper -- 8.5" X 11", Fine quality bond paper, blue lettering w/ gold foil stamp w/blue lettering, w/watermark print, 500 per ream	20 reams of 500	
6	Drainage District #1 Application -- 8.5" X 11" page, White paper, double sided print, 2 sheet application, all black ink printing, minor gray shading	4,000 ea page	2 pages double sided print
7	County Of Hidalgo Application-- 8.5" X 11" Page, White Paper, double sided print, 2 sheet application, all black ink printing, minor gray shading	12,000 ea page	2 pages double sided print
8	Sheriff Department Application - - 8.5" X 11" Page, White Paper, Single sided print, all black ink printing, 10 pages,	10,000 ea page	
9	Sick Leave Donation Form-- 8.5" X 11" Page, black ink printing, Single sided print, 4,000	4,000	
10	Hidalgo County Employee Manuals - 8.5" X 11" Page, Single sided black ink print, w/clear plastic cover page front and back in blue paper, white plastic comb binding	3,500	158 page Manual w/Blue

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

			Cover Page front & back
11	Hidalgo County Personnel Policy Manual -8.5" X 11" Page, w/4 index tab dividers per book, double sided black print for 54 pages, single sided print for 54 pages	1,500	106 page manual w/ Tan Color Cover & Back Page

Description		Quantity	Special Instructions
JUVENILE JUSTICE CENTER			
1	LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality White Bond Paper, one side print, flat print blue, foil gold seal w/ blue, flat lettering, 500 per ream	10 reams	Light Blue shading
2	VISITOR'S LABELS - 4 1/4" x 3 1/4" White, Blue Flat Print, w/ Gold Foil Logo w/ blue lettering, 6 self peel labels per page		
3	MAILING LABELS - 4 1/4" X 3 1/4" White, blue Flat Print, w/ Gold Foil		
4	Business Cards - - 3 1/2" X 2", Blue ink Raised Lettering, w/Blue and Gold Raised Seal w/ blue lettering, Single sided print-500 per box, landscape layout		
5	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes, flat blue lettering, w/ foil gold seal w/blue flat lettering seal 500 per box, Plain no window envelope		
6	Policy And Procedures Manual - 8.5" X 11", 241 Sheets per book, w/Navy Blue 3 Ring Binder w/Clear Front, with 23 Tabs in each book		
7	Annual Report 8.5" X 11" White Bond Paper, w/Blue Flat Print on cover stock. Plastic comb binding, front and back black ink printing,		

Description		Quantity	Special Instructions
PLANNING DEPARTMENT:			
1	Approved Application – 5 1/2" X 8 1/2" –Development Permit Posted Cards: Florescent Lemon Color, 10 point thickness, 90lb card stock, white back, Numbered, Black ink w/Gray Watermark Seal	Pct 1=2650	Starting No. 9295
		Pct 2= 300	Starting No. 1356
		Pct 3=2650	Starting No. 12981
		Pct 4=2650	Starting No. 12453
2	Receipt Books - 5 1/2" X 8 1/2"-3-Part NCR, 20 lb Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Each page paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy	27 Books of 100/Receipts Per book	Starting No Precinct 1 RECEIPT No 1- 187001-1
3	Receipt Books - 5 1/2" X 8 1/2"-3-Part NCR, 20 lb Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white-Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy	66 Books of 100/Receipts Per book	Starting No Precinct 2 RECEIPT No 2- 70980-2/4
4	Receipt Books - 5 1/2" X 8 1/2"-3-Part NCR, 20 lb Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white-Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy	27 Books of 100/Receipts per book	Starting No Precinct 3 RECEIPT No 3- 39701-3
5	Culvert Installation Work Order - 8.5" X 11", 4 Part NCR, Paper Sequence-White, Canary Yellow, Pink and Green, Pre-numbered, Routing White-Customer Copy, Canary Yellow-Auditor's Copy, Pink- Office Copy, Green-Permanent Copy	12 Books / 25 Work orders per bk	Pre-numbered Starting No 0002151

Description		Quantity	Special Instructions
TREASURER'S OFFICE:			
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat GREEN ink print, foil gold seal w/ green flat lettering 500 per ream	1 ream of 500	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

2	Business Cards - - 3½" X 2", GREEN ink Raised Lettering, w/ GREEN and Gold Raised Seal w/ GREEN lettering, Single sided print-250 per box, landscape layout	500 per box	
3	Envelopes W/Logo - Size 4 ¼" x 9 ½", Standard Envelopes, flat GREEN lettering, w/ GREEN and gold seal w/ GREEN flat lettering seal 500 per box, with window	25- boxes 500 per box	
4	Large Window Envelope 5 ½ x 8 ¾, 2 ¾" x 5 ½ " window ½" from left 5/8 from top on 20lb paper	5- boxes 500 per box	

Description		Quantity	Special Instructions
TAX OFFICE			
TAX ASSESSOR COLLECTOR			
1	Business Cards - - 3½" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print- landscape layout-- glossy	1000 per order	
	Business Cards - - 3½" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print- landscape layout-	500 per order	
2	Letterhead Paper -- 8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream	5000	
3	-8.5X11 Bou ppr,bnd, recy, rio bond plain paper WITH WATERMARK	100	
4	Envelopes W/Logo #10 - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black and red print, w/ black flat print seal 500 per box, with window, IMPORTANT OPEN AT ONCE	1500	
5	Envelopes W/Logo #9 - Size 3 7/8 x 8 7/8" return envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window	5000	
6	Envelopes W/Logo #10 - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with NO window (TAX Assessor/Collector)	20,000 per order	
7	Envelopes W/Logo #10 - Size 4 ⅛" x 9 ½", Standard Window, rev flap, 24# ww, diagonal seam, gym seal printed	60,000 per order	
8	Envelopes W/Logo #9 - Size 1 1/8 x 3 ½ , Envelopes, flat black print, w/ black flat print seal with window	20,000 per order	
9	Deputation Form:- 8.5 x 11.14 Rio Grande Valley bond white 24 # 2/2 black & blue	250	
10	Self Inking and Rubber Stamps: Please see attached (3-5 each at a time)	5	
11	Envelope--- 4 1/8" x 9 1/2" standard envelope #10 flat black print w/ black flat print w/blk print seal with window	5000	
AUTOMOBILE DEPT PLUS ALL SUBSTATIONS			
1	Business Cards - - 3½" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print- landscape layout-	500 per order	
2	Letterhead Paper -- 8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream	5,000	
3	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, without windows (automobile License Dept)	7500	
4	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window(Automobile License Dept)	50 bxs of 500	
5	Envelopes W/Logo - 10 ½"x7 ½" Double-prong metal clasp w/reinforced eyelets for a secure closure Brown Clasp Envelopes/ 100 per box w/ black ink printing and black ink seal	10 bxs of 100	
6	Envelopes W/Logo - 12 ½" x6 ½" brown envelopes 500 per box w/ black ink printing and black ink seal w/gummed seal	10 bxs of 500	
7	Deputation Cards- 3.875 x 2.375 index color # 110 black	250	
8	County Liquor Permit Rect:- size 4 x 7.5 NCR 3 part white, canary, pink #17 black	150	50 per pack
9	Refund Slips size 7 x 3.25 off set , white 50# black padding with chipboard	3000 per order	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

Description		Quantity	Special Instructions
COMMISSIONER PRECINCT 3			
1	Business Cards -- 3½" X 2" , Ink -Black Raised Lettering, w/Gold Foil Seal , Single sided print, portrait business card layout, 500 per each	1box of 500	9 people 1 box per ea/Portrait Card Layout
2	Letterhead Paper - 8.5" X 11" , #20 Fine quality Bond White Linen Paper one sided print, raised blue ink print , gold foil stamp seal w/blue lettering, 500 sheets per ream	2 boxes/ of 500	
3	Letterhead Paper – 8.5" X 11" , Linen Paper	2 boxes/ of 500	
4	Envelopes W/Logo - Size 4 ¼" x 9 ½" , Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2 boxes / Of 500	
5	Landfill Form- Legal Size Paper 8½" x 14" - One sided print, Black ink, 100 sheets per tablet, Portrait Top glue bind	50 Tablets of /100 sheets per	Glue Bind Top Tablet
6	Parking Permit- 3½" x 5 ½" Single sided print, White paper w/red lettering, glue bind top, 50 sheets per booklet	12 / 50 sheets per	Glue Bind Top Booklet

Description		Quantity	Special Instructions
139TH DISTRICT COURT:			
1	Business Cards - 3½" X 2" , Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	4 bxs. Of 500	
2	Letterhead Paper - 8.5" X 11" , #20 Fine quality Bond Paper one sided print, flat black ink print , gold ink foil stamp seal, 500 sheets per ream	4 reams of 500	
3	Order Of Release/Order Of Commitment – 8.5" X 11" Paper Size , three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2 nd and 3 rd page front only (same as page 1)	2,000/3 part	Top Glue Bind
4	Envelopes W/Logo - Size 4 ¼" x 9 ½" , Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	2 boxes of 500	

Description		Quantity	Special Instructions
206TH DISTRICT COURT:			
1	Letterhead Paper - 8.5" X 11" , #20 Fine quality Bond Paper, one sided print, raised black ink print , seal raised gold ink, 500 sheets per ream	2 reams of 500	
2	Letterhead Paper - 8.5" X 11" 25 % Cotton Paper		
3	Order Of Release/Order Of Commitment – 8.5" X 11" Paper Size , three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2 nd and 3 rd page front only (same as page 1)	2,000/3 part	Top Glue Bind
4	Envelopes W/Logo - Size 4 ¼" x 9 ½" , Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	2 boxes of 500	
5	Juror's Handbook Pamphlets -17 ½" X 9" , Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper	1,000	
6	Business Cards - 3½" X 2" , Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	1,000	
7	Juror Tags - 3½" x 2" , Black flat Print, Red Paper Stock, Laminated w/thumb grip clip	14	

Description		Quantity	Special Instructions
332TH DISTRICT COURT			
1	Business Cards - 3½" X 2" , Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	500 per order	
2	Instructions to Jurors in Civil Cases 5 ½ x 7" folded in half printed in black front and back in and out of	2000 per order	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

3	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes flat black Print, and flat black ink for seal	2500 per order	
4	Letterhead Paper - 8.5" X 11" 25 % Cotton Paper- flat Print, black/gray ink	1000 per order	
5	Order Of Release/Order Of Commitment – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2 nd and 3 rd page front only 2 nd page Yellow page and 3 rd page in pink 2 hole punch on top	2500 per order	
6	Order Of Referral For Mediation: 8.5" X 11" 25 % Cotton Paper- Printed in front page in Black only	2000 per order	

Description		Quantity	Special Instructions
370TH DISTRICT COURT:			
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , gold ink foil stamp seal, 500 sheets per ream	1000 per order	
2	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	1000 per order	

Description		Quantity	Special Instructions
389TH DISTRICT COURT			
1	Letterhead 8.5" x 11" Cotton Paper		
2	Business Cards - 3 1/2" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout		
3	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal		
4	Order Of Release/Order Of Commitment – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2 nd and 3 rd page front only (same as page 1)		
5	Certificate of Appreciation – Gold in Blk letters		
6	Juror's Handbook Pamphlets -17 1/2" X 9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light Yellow Paper		

Description		Quantity	Special Instructions
398th DISTRICT COURT			
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black and red ink print , seal raised gold	6 reams of 500	
2	Letterhead Paper - 8.5" X 11", 25% Cotton Paper		
3	Business Cards - 3 1/2" X 2", Ink -Black and Red Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	500 per box	5 people 1 bx per ea
4	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal	6 boxes of 500	
5	Order Of Release/Order Of Commitment – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2 nd and 3 rd page front only (same as page one)	3,000 3-Part	Top Glue Bind

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

	Description	Quantity	Special Instructions
430TH DISTRICT COURT			
1	Letterhead 8.5" x 11" Cotton Paper #20 Fine quality Bond Paper, one sided print, raised BLUE ink print, seal raised gold ink, 500 sheets per ream	1000	
2	Business Cards - 3½" X 2", BLUE ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout	500	
3	Business Cards - 3½" X 2", BLUE ink Raised Lettering in the front w/Gold Raised Seal, DOUBLE sided flat print in the back, landscape layout	500	
4	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal	1000	
5	Juror's Handbook Pamphlets -17 ½" X 9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light BLUE Paper	500	

	Description	Quantity	Special Instructions
CONSTABLE PRECINCT No 1			
1	Business Cards – 3 ½" x 2", Blue Ink, w/Watermark Seal (twelve individuals) Single sided flat print, Landscape layout	500 per box	12 people/ 1 box per each
2	Field Contact Card – Index Card 5" x3",Black Ink, Double sided flat print, white stock card	2,000	
3	Building Check Card – 4 ½" x 5 ½" – Black Ink, Single sided flat Print w/2 Logos (black ink) white stock card	500 ea	
4	Warning Card – 4 ½" x 5½" – Black Ink, Single Sided flat Print w/2 Logos (black ink) Neon Orange Stock Card: ADHESIVE BACK	2,000	
5	Notice/Aviso – Door Hanger Card 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000	
6	Vehicle Impoundment –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book	100 bks of 25 sheets per bk	
7	Hidalgo County Constable Pct. 1 Warning Book – 6" x 4 ¼" -2 part white and canary yellow paper sequence, black ink single sided flat print, 50 sheets per book	200 bks of 50 pgs per bklt.	Top Glue Bind
8	Ticket Book – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence-White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book	200 books of 50 pages per bk	Starting # varies Top Bind
9	Official Receipt For Constables Fees – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out rcpt)	10 books of 100 sheets per bk.	Starting Number varies Side Glue bind

	Description	Quantity	Special Instructions
CONSTABLE PRECINCT No 2			
1	Letterhead Paper – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, black/gray ink, watermark seal, 5,000 sheets per box	2 boxes of 5,000	
2	Business Cards – 3 ½" x 2", Black Card w/ Gold Lettering w /Seal, Single sided print, landscape layout	3 bxs of 1,000	
3	Business Cards - 3½" X 2", Black ink Raised Lettering, w/Seal, Single sided print, landscape layout	4 bxs of 1000	
4	Envelopes W/Constable Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, Black Ink,	4 boxes of 500	
5	Official Receipt For Constables Fees – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink three (3) Receipts per page, 100 sheets per book, Die cut (tear out receipt)	20 books of 100 sheets per bk	Side Glue Bind

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

6	Ticket Book – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink,	50 books of 20 sheets per bk	Top Bind
7	Warning Flyers - Size: 8 ½" x 11", Peel Stick, Neon Yellow, Black ink one sided flat print	4 boxes of 5,000	
8	Advertencia Flyer - Size 8 ½" x 11", Peel Stick, Limeade Green, Black ink one sided flat print	4 boxes of 5,000	

Description		Quantity	Special Instructions
CONSTABLE PRECINCT No. 3:			
1	Letterhead Paper – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, 2 Color Ink (Blue/Gold),w/seal (gold/blue), 500 sheets per ream	4 reams per order	
2	Notice/Aviso – Door Hanger Card 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side -Spanish other side) Neon Orange Card Stock w/die cut	2,000 per order	Double sided print English & Spanish
3	Envelopes W/Constable Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	4 bxs /500 per order	
4	Vehicle Impoundment –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book	80/25 per bk per order	
5	Business Cards - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, 500 per box, 8 individuals, landscape layout	250 per box per order	8 people/ 1 box per each
6	Business Cards - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, landscape layout	2 boxes of 1000 per order	
7	Warning Flyers – Size 8 ½" x 11", Peel Stick, Neon Orange, Black Ink one sided flat print	750 sheets per order	
8	Advertencia Flyers – Size 8 ½" x 11", Peel Stick, Neon Limeade Green, Black Ink one sided flat print,	750 sheets per order	
9	Warning Notice To Vacate – Size 8½" x 11, Peel Stick, Neon Yellow, Black Ink one sided flat print,	750 sheets per order	
10	Ticket Book – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black and red ink flat print, number sequence in red ink, 25 sheets per book,	40-booklets/ 25 sheets per bk per order	Starting № 6000 Top Glue Bind
11	Official Receipt For Constables Fees – 3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out receipt)		Starting Number 11162 Side Glue Bind

Description		Quantity	Special Instructions
PUBLIC DEFENDER'S OFFICE			
1	Business Cards - - 3½" X 2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering, Single sided print-500 per box, landscape layout	19 boxes of 500	
2	Letterhead Paper - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print blk, foil gold County seal	Ream of 500	
3	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat print blk, foil gold County seal with window envelope	box of 500	
4	Envelopes W/Logo - Size 4 ⅛" x 9 ½", White Wove , Standard Envelopes, flat print blk, Gold foil County seal without window	box of 500	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

Description		Quantity	Special Instructions
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
1	Application For Birth Or Death Record- 8½" X 11" Page size, Double sided print, black ink printing One side English other side Spanish		
2	Magistrate's Warning - 8½" X 11" Page Size, single sided print, black ink printing	1,000 ea pg	
3	Community Hours Form- 8½" X 11" Page Size single sided print, black ink printing	1,000 ea pg	
4	Plaintiff's Original Petition Form - 8½" X 11" Page Size, Single sided print, black ink printing 2 pages	1,000 ea pg	
5	Instructions For Filing Suit Form - - 8½" X 11" Page Size, Single sided print, black ink printing, 2 pages	1,000 ea pg	
6	Driving Safety Course Request- - 8½" X 11" Page Size, Single sided print, black ink printing, 1 page form 2 nd page – Half page – print 2 times – Die cut on center of page	1,000 ea pg	
7	Application For Emergency Commitment - 8½" X 11" Page Size, Single sided print, black ink printing, 4 page form	1,000 ea pg	
8	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , 500 sheets per ream	1 ream of 500	
9	Business Cards - 3½" X 2", Blue and red ink, flat print, w/red watermark Seal and lettering, Single sided print-500 per box, landscape layout	2 boxes of 500	
10	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, no window,	2 boxes of 500	
11	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window	3 boxes of 500	
12	Printed Envelope- Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink. 500 per box	3 Boxes of 500	
13	Certificate Of Vital Record Paper – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)	1,000	
14	Certificate Of Vital Record Paper – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)	1,000	

Description		Quantity	Special Instructions
DISTRICT ATTORNEY			
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print gold in foil w/Gold Raised Seal and lettering, stamp seal, 500 sheets per ream	5 boxes of 500	
2	Manila Folder- Special die cut end with printing	10,000	
3	Business Cards - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal and lettering, Single sided print-500 per box, landscape layout	500 per box	
4	Worthless Check Affidavit – 2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	9000	
5	Authorization For Medico legal Examination - 8.5" X 11" Paper size, 3 Part NCR, Paper color sequence-White, Canary Yellow and Pink, Black ink printing, Single sided print	1,000	
6	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window, (Checks Department)	10 boxes of 500	
7	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and gold foil seal 500 per box, with window, (Misdemeanor Department)	20 boxes of 500	
8	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink w/ gold foil seal 500 per box, no window	8 boxes of 500	
9	Victim Impact Statement - 8.5" X 11" Letter size paper, black ink print w/Gold Raised Seal and lettering seal, double sided print	5,000 per year	
10	Checks Receipt - 8.5" X 11" Letter size Paper, watermark gray seal and lettering, 2 receipts per	5,000	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

	page, Preferred Cut		
11	Check Writer Flyers -8.5" X 11" Letter size paper, Canary Yellow Paper w/ white and red lettering on black background, Heavy weight paper, coated 80-110 lb. paper	500	
12	Misdemeanor Complaints - 8.5" X 11" Letter size paper, 3-part NCR, Black ink printing, continuous feed	10,000	
13	Criminal Manila Folders - Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box... Felony	10 boxes of 1,000	

COUNTY COURT LAW #4 (Judge Fred Garza)			
Description		Quantity	Special Instructions
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat BLUE ink print gold in foil stamp seal,	5000	
2	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, BLUE ink w/ gold foil seal 500 per box, no window	1000	
3	Business Cards - 3 1/2" x 2", BLUE Raised Lettering, with Gold Foil Seal, Single sided Print, Portrait Landscape Layout, 500 per box	1000	
4	Certificate of Appreciation - Gold in BLUE letters	5000	

COUNTY COURT # 6 (Judge Albert Garcia)			
Description		Quantity	Special Instructions
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper one sided print, raised BLUE ink print gold in foil stamp seal,	5000	
2	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes, raised Print, BLUE ink w/ gold foil seal 500 per box, no window	1000	
3	Business Cards - 3 1/2" x 2", BLUE Raised Lettering, with Gold Foil Seal, Single sided Print, Portrait Landscape Layout, 500 per box	1000	

COUNTY COURT # 7 (Judge Rolando Cantu)			
Description		Quantity	Special Instructions
1	Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper one sided print, Blk/Gold ink Raised Lettering, print gold in foil stamp seal,	5000	
2	Envelopes W/Logo - Size 4 1/8" x 9 1/2", Standard Envelopes, Blk/Gold ink Raised Lettering, / gold foil seal 500 per box, no window 25% cotton	1000	
3	Business Cards - 3 1/2" x 2", Blk/Gold ink Raised Lettering, with Gold Foil Seal, Single sided Print, Portrait Landscape Layout, 500 per box	1000	

Description		Quantity	Special Instructions
DISTRICT CLERKS			
1	Business Cards - 3 1/2" x 2", Brown and Orange Raised Lettering, with Gold Foil Seal, Single sided Print, Portrait Landscape Layout,	30 boxes 500 per box	1-9 persons/ 1 box
2	Business Cards - 3 1/2" x 2", Brown and Orange Raised Lettering, with Gold Foil Seal, Single sided Print, Portrait Landscape Layout,	500 per box	1-9 people/ 1 box per each
3	Envelopes W/Seal - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, Black and Red ink and black ink seal, Light Blue Envelopes, With Window	120 boxes of 500	
4	Envelopes W/Seal Size 4" x 8 3/4", Standard Envelopes, flat Print, black ink and watermark seal, Canary Yellow Envelopes, No Windows	120 boxes of 500	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

	Description	Quantity	Special Instructions
JAIL DEPARTMENT			
1	Inmate Request Forms- 8½" X 11" Page Size, Single sided print, black ink print, 3-Part NCR, All copies white paper, top binding	30,000 ea	
2	Bail Bond Fee Refund Forms- 8½" X 11" Page Size, Single sided print, black ink print, 3-Part NCR, Paper Color Sequence: White, Canary Yellow, Pink, 2-Hole Top Center Punch, With Number sequence in the upper right hand corner, top binding	300	

	Description	Quantity	Special Instructions
LAW ENFORCEMENT			
1	Administrative Action Form – Size 8 ½" x 5", Single sided print, black ink print, 2-Part NCR, Paper color sequence: White, Canary Yellow, top glue	10,000	
2	Evidence Cards – 5" X 4¼" Card Stock, White Paper, Single sided print, Black ink	6,000	
3	Evidence/Inventory Control Report – Legal Size Paper, 8½" X 14" Page Size, Single sided print, black ink print, 3-Part NCR, Paper Color Sequence: White, Canary Yellow, Pink,	1,000	
4	Civil And Warrants Writ Of Possession Notice – Letter Size, 8½" X 11" Card Stock Single sided print, red ink print,	1,000	
5	Name Placement Card 10" x 8"- Beige card stock (FFCC66) Ink color dark brown (possibly 663300 or 330000), Score across center of card	500	
6	Jr. Sheriff Badge Stickers- 3" Roll, black background with Gold Foil Seal	5,000 stickers	
7	Child ID Card – 8 ½" X 5½" Manila stock paper, 2 color dark blue (possibly 000033 or 000066) with seal gold/blue color w/double sided tape ½"x 2" back to Back printing, score across center of paper	5,000	
8	Operation Child Safeguard Flyers – 8½" X 11" Page Size, Eggshell Color Coated Paper, w/pictures, Red and black ink flat print, gold ink Logo	5,000	
9	Recruitment Flyers – 8½" X 11" Page Size, Eggshell color coated Paper, w/pictures, Red and black ink flat print, gold ink Logo w/ blue lettering, back to back printing, tri-fold (score)	5,000	
10	Latent Fingerprint Index Card- Size 3"x5", White, Black ink print, front side print	5,000	
11	Latent Print Envelope – 6½" X 3 ½", White Envelope, Black Ink, One front side print	2,000	
12	Official Photograph – 3" X 2½", White Index Card Stock, Black ink, front side print	2,000	
13	Envelope – 5 ½" X 3¼", Manila Envelope, Black ink, front side print	3,000	
14	Business Cards –3 ½" x 2" 1 sided gold sheriff's emblem on the left hand side with black raised letters with room enough for each individual's name centered fax #, phone # and email address (cream linen)	1 box of 250	
15	Business Cards – 3 ½" x 2" 2 sided front and back-Front side gold sheriff's emblem on the left hand side with black raised letters with room enough for each individual's name centered fax #, phone # and email address Back side all black letters (cream linen)	1 box of 250	
16	Citation Books Size 8 1/2" x 5", top binding (Perforated) Black ink print and red ink, 4 carbonless paper with each one having it's only individual printing in the back, (1 st white paper with black and red ink, 2 nd yellow paper with black and red ink, 3 rd pink paper with black and red ink, and 4 th paper blue paper with black and red ink. With Sheriff's logo (Blk) in the middle of each carbonless paper.	250	
17	Time Earned/Absence Request Form- 8½" X 11" Page Size, Single sided print, black ink print, 3-Part NCR, All copies white paper, top binding (Perforated) Paper Color Sequence: Green, Canary Yellow, Pink	5,000	
18	Field Interview Cards 8½" X 5 1/2" Page Size, double sided print, black ink print, Hidalgo County Sheriff's emblem on the upper left hand corner. (front) (back) SYNOPSIS: 13 LINES	5,000	
19	Impound Books – 8" x sheet top binding (Perforated) with a manila cover 8", Black Ink, 4 part carbonless sheets 1 st is white, 2 nd is yellow, 3 rd pink, and 4 th orange with no printing in the back	100	
20	Maintenance Books – 9" X 5 ½ ", 1 st White carbonless paper, 2 nd yellow paper, Black ink, front print top binding (Perforated)	250	

EXHIBIT "A"
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-00-00-MEG

21	Offense/Incident Reports-front and back 8½" X 11" Page Size, White Paper, double sided print, Black ink	30,000	
22	Offense Reports-Narrative 8½" X 11" Page Size, White Paper, Single sided print, black ink print	40,000	
23	Offense Reports-Property Reporting 8½" X 11" Page Size, White Paper, double sided print, Black ink	10,000	
24	Victim's Bill of Rights Pamphlet 8 1/2" x 5 3/4"- white card Ink color black to be folded (3) tri-fold (score)	5,000	
25	Inmate Trust Receipt Book ---7.25 X 11 (4 up manifold Book/Numbered) 3 part carbonless (white, yellow, pink) NOTE 3 rd . page without manifold Black 1-side, All parts the same 4 up receipt book, Repeat order sequential number.	200	
26	DIC-24 Statutory Warning --8.5 x 11, 15#cb white, 14.5#cf yellow carbonless paper, black ink 1 side, shrink wrap in 250's	100	
27	DIC-25 Notice of Suspension Temp. Driving Permit --8.5 x 11, 15#cb white, 14.5#cf yellow, carbonless paper, black ink 2 sides, shrink wrap in 250's	100	
28	Motor Pool Service Request --- 8 ½ x3 ¾ Blk lettering	1000	
29	Motor Pool Service Request sticker --- 4" x 2" Blk Lettering roll	1000	
30	The State of Texas Statement of Elected/ Appointed Officer ---8.5x11, 20# bond, reflex blue & black ink 1 side, pad in 100's shrink wrap in 500's	300	
31	Deputation : 8.5 x 14.24# bond, reflex blue and black ink on 2 sides, shrink wrap in 500's	300	
32	Operation Child Safeguard 17x22" Poster: Full Glossy Color	500	

Description		Quantity	Special Instructions
HEALTH AND HUMAN SERVICES			
1	Envelopes W/Logo - Size 4 ¼" x 9 ½", Standard Envelopes, flat blue, w/ blue flat print seal 500 per box, plain with no window	80 boxes of 500 per box	
2	Letterhead Paper -- 8.5" X 11", Fine quality bond paper, blue raised lettering w/ gold raised seal, 500 per ream	20 reams of 500	
3	Receipt Books - 8.5" X 11" Page Size, 3 receipts per page, 3 part NCR, Paper sequence White, Canary Yellow and Pink, all black ink print, 150 receipts per book, Numbered, 4 part tear out receipt (die cut)	130 books per year of 150 receipts per book	9 Different Number Sequence
4	Application For On-Site Sewage Facilities - 8½" X 11" Page Size, Two Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow	2,000 per order	
5	Technical Information For On-Site -8½" X 11" Page Size, Two Part NCR, black ink printing, Paper color sequence: White, Canary Yellow,	2,000 per order	
6	Authorization To Construction -8½" X 11" Page Size, Two Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow	2,000 per order	
7	Soil Evaluation Report Information 8½" X 11" Page Size, Blue color ink printing, Double sided print	2,000 per order	
8	Food Service Inspection Report 8½" X 11" Page Size, Black ink printing, 3 Part NCR, Paper color sequence: White, Canary Yellow and Pink , Double Sided Print, w/multiple gray shading	2,000 per order	Shading/double sided print
9	On Site Sewage Inspection Report - 8½" X 11" Page Size, Three Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow and Pink	2,000 per order	
10	Services Offered Pamphlet –English - 8½" X 11" Page Size, Coated paper , offset printing, various color images, with black ink printing, tri-fold pamphlet, Light blue paper, double sided print	5,000 per order	
11	Services Offered Pamphlet –Spanish - 8½" X 11" Page Size, Coated paper , offset printing, various color images, with black ink printing, tri-fold pamphlet, Light blue paper, double sided print	5,000 per order	
12	Keep Your Germs To Yourself-English -8½" X 11" Page Size, Single sided print, green and black ink printing	1,000 per order	
13	Contenga Sus Gérmenes-Spanish -8½" X 11" Page Size, Single sided print, green and black ink printing	1,000 per order	
14	Stop The Flu -8½" X 11" Page Size, Single Sided Print, Black Ink Printing With/Yellow Highlight	1,000 per order	
15	ALTO A LA GRIPE -8½" X 11" Page Size, Single Sided Print, Black Ink Printing With Yellow Highlight	1,000 per order	