



Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

December 20, 2011

Scott Merriman, Inc.
Attn: Jeff Biggs
11212 Goodnight Ln. Bldg. #200
Dallas, Texas 75229

Via Certified: 7099-3220-0002-9744-7560

Re: Sixty (60) Day Extension- **C-10-025AB-02-16 aka E-11-068B-01-25**
"Printing Services And Related Supplies For Hidalgo County Departments"

Dear Mr. Biggs:

Commissioners' Court will take applicable action (**Thursday, December 29, 2011**) in connection with Hidalgo County's option to exercise the **sixty (60) day grace period** for the current contract in place while procurement process is completed and processed, at the same rate, term and conditions.

This notice will be sent via email, please forward back this acknowledge receipt of notice of such request in order to proceed forward in placement on the Commissioners' Court meeting of **Thursday, December 29, 2011** for discussion, consideration and action, by signing below and returning to the Purchasing Department so as to attach to agenda item for approval, by no later than **10:00 a.m., Wednesday, December 21, 2011 or sooner**, via facsimile to (956) 956-318-2629 or email to: evangelina.garcia@co.hidalgo.tx.us so as to meet the agenda request form deadlines.

By: _____

Date: _____

Additionally, we are requesting your company provide an **updated Certificate of Insurance** (if applicable) as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statement of Qualifications).

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,
Vangie Y. Garcia, Contract's Manager
Hidalgo County Purchasing Department

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

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

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

WHEREAS, Company responded to advertised notices for bids for "**PRINTED ITEMS AND RELATED SUPPLIES**" the "Services"); and

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

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

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

1. County and Company hereby agree that this Contract is entered into in order to provide the Services to locations at Hidalgo County. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.
2. Company hereby promises and agrees to render and provide, during the term

of this Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within **Hidalgo County** following a request for Services by the **Commissioners' Court** or their designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period of one year beginning **February 16, 2010** and ending on **February 15, 2011**. Hidalgo County at its sole discretion may elect the option to extend the contract for one (1) additional year at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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

5. All products/orders will be shipped FOB Hidalgo County Offices.

6. 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.

7. 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.

8. 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.

9. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

10. 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.

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

12. 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.

13. 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 **Scott Merriman, INC.**
 11212 Goodnight Lane Bldg. 200
 Dallas, Texas 75229

14. 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.

15. 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.


16. 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.

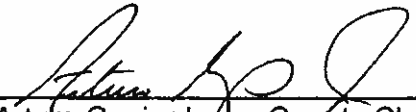
17. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.


WITNESS our hands in duplicate originals this _____ day of _____, 2010.

COUNTY OF HIDALGO

ATTEST:

By: 
Rene A. Ramirez, County Judge

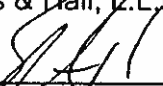

Arturo Guajardo Jr., County Clerk

COMPANY: Scott Merriman, Inc
By: 
Printed Name: Jeff Biggs
Title: V.P.

APPROVED BY COMMISSIONES COURT: 02/16/2010

APPROVED AS TO FORM:

Atlas & Hall, L.L.P.

By: 
Stephen L. Crain

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

Printed Items and Related Supplies

Awarded by Sections: Scott Merriman based on unit price and extended to reflect minimum quantity.

Department
SECTION IV JUSTICE OF THE PEACE
JP PRECINCT 1 &3 PLACE 1

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

OPENED
Op. Ullam
 JAN 27 2010
Witnessed

Vendor: Scott-Merriman, Inc

SECTION I – CONSTABLES:

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

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

BID PAGE

Vendor: Scott-Merriman, Inc.

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

SECTION II-DISTRICT COURTS:

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

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

Vendor: Scott-Merriman, Inc.

SECTION II: DISTRICT COURTS CONTINUATION:

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

SECTION III - COUNTY COMMISSIONERS:

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

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

OPENED
9:41 am
JAN 27 2010
Witnessed

Vendor: Scott-Merriman, Inc.

SECTION IV - JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
APPLICATION FOR BIRTH OR DEATH RECORD			
MAGISTRATE'S WARNING			
COMMUNITY HOURS FORM			
PLAINTIFF'S ORIGINAL PETITION FORM			
INSTRUCTIONS FOR FILING SUIT FORM			
DRIVING SAFETY COURSE REQUEST			
APPLICATION FOR EMERGENCY COMMITMENT	1,000		
LETTERHEAD PAPER	1 REAM		
BUSINESS CARDS	2 BXS OF 500		
ENVELOPES W/ SEAL/LOGO NO WINDOW	2 BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	3 BXS OF 500		
PRINTED ENVELOPES	3 BXS OF 500		
CERTIFICATE OF VITAL RECORD PAPER-LETTER	1,000	1.26 ^{ea}	1260 ⁰⁰
CERTIFICATE OF VITAL RECORD PAPER-LEGAL	1,000	1.43 ^{ea}	1430 ⁰⁰

SECTION V - DISTRICT ATTORNEY:

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

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

BID PAGE

Vendor: Scott-Merriman, Inc

SECTION V: DISTRICT ATTORNEY CONTINUATION

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

SECTION VI: ALL DEPARTMENTS:

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

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

BID PAGE

Vendor: Scott Merriman, Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

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

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

Vendor: Scott Merriam, Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

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

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

BID PAGE

Vendor: Scott Merriman Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

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

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

BID PAGE

Vendor: Scott-Merriman, Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

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

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

Vendor: Scott Merriman, Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

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

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

BID PAGE

Vendor: Scott-Merriman, Inc

SECTION VI: ALL DEPARTMENTS CONTINUATION

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

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

BID PAGE

Vendor: Scott-Merriman, Inc

BIDDER/COMPANY NAME: Scott-Merriman, Inc.

ADDRESS: 11212 Goodnight Ln # 200

CITY/STATE/ZIP CODE: Dallas, TX 75229

PHONE NO: 800-648-7022 FAX NO: 972-484-8908

CELLULAR NO: _____ email: scott-merriman@skcgl.com

AUTHORIZED SIGNATURE: Jeff Biggs

PRINTED NAME: Jeff Biggs

TITLE: V.P.



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.2

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

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

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

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

Description	Estimated Qty	Special Instructions
Business Cards - 3 1/2" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	1 box of 500	5 persons/1bx Per ea of 500
Business Cards - 3 1/2" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 boxes of 500	
Warrant Notice Postcards-5 1/2"x3 1/2" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Official Courtesy Notice Postcards - 5 1/2"x3 1/2" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Envelopes - 9 1/2"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	4 boxes of 500	
Memorandum of Papers Filed Envelopes - 9 1/2"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	4 boxes of 500	
CERTIFICATE OF VITAL RECORD PAPER - Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	250	535 ⁰⁰
CERTIFICATE OF VITAL RECORD PAPER - Size - 8 1/2" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	500	712 ²⁵
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box		

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

Jeff Biggs
Printed Bidder's Name

1-25-10
Date

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

**EXHIBIT “C”
INSURANCE REQUIREMENTS**

EXHIBIT "A-1"
(ADDENDUM #1)



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.1

JANUARY 19, 2010

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

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

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

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

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

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

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



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO. 1
JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

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

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

Jeff Biggs
Printed Bidder's Name

1-25-10
Date

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

**EXHIBIT “A-2”
(ADDENDUM #2)**



PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

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

Dear Sir or Madam:

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

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


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

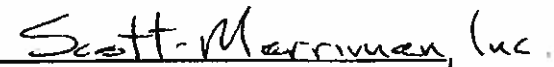
If you do not receive all pages of **ADDENDUM NO.2** please notify us immediately at (956) 318-2626.

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

Thank you for your prompt attention to this matter.


Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: 
ADDENDUM NO 2
ACKNOWLEDEMENT OF RECEIPT


Firm Name

MLS/yzv
Enclosures

FAXED
1/23/10



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.2

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

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

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

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

Description	Estimated Qty	Special Instructions
Business Cards - 3 1/2" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	1 box of 500	5 persons/1bx Per ea of 500
Business Cards - 3 1/2" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 boxes of 500	
Warrant Notice Postcards-5 1/2"x3 1/2" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Official Courtesy Notice Postcards - 5 1/2"x3 1/2" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Envelopes - 9 1/2"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	4 boxes of 500	
Memorandum of Papers Filed Envelopes - 9 1/2"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	4 boxes of 500	
CERTIFICATE OF VITAL RECORD PAPER - Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	250	535 ⁰⁰
CERTIFICATE OF VITAL RECORD PAPER - Size - 8 1/2" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	500	712 ²⁵
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box		

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

Jeff Biggs
Printed Bidder's Name

1-25-10
Date

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

Yolanda Velasquez

From: Scott Merriman [scott-merriman@sbcglobal.net]
Sent: Monday, December 07, 2009 2:50 PM
To: 'Yolanda Velasquez'
Cc: tescott3@sbcglobal.net
Subject: Workman's Comp.

Yolanda,

The products that we were awarded for the contract for Specialty Printed Items and Related Supplies are not manufactured or produced by Scott-Merriman, Inc. We are a wholesaler for the products which are manufactured and shipped directly to the county by third parties. I hope this is acceptable to your Legal Department.

Ginni

From: Scott Merriman [mailto:scott-merriman@sbcglobal.net]
Sent: Monday, December 07, 2009 9:31 AM
To: 'Yolanda Velasquez'
Subject: RE: ACORD form 11/30/09

Yolanda,

I am working on it and will have a more detailed answer for you later in the day.

Thanks,

Ginni

*Keep this letter
with our file copy
of this contract*

From: Yolanda Velasquez [mailto:yolanda.velasquez@co.hidalgo.tx.us]
Sent: Monday, December 07, 2009 9:10 AM
To: 'Scott Merriman'
Subject: FW: ACORD form 11/30/09

Good morning Ms. Ginni

I was just wondering if you have any news for me on the Workers Comp Ins. Requirement by H. County

From: Yolanda Velasquez [mailto:yolanda.velasquez@co.hidalgo.tx.us]
Sent: Friday, December 04, 2009 1:21 PM
To: 'Scott Merriman'
Subject: RE: ACORD form 11/30/09

Good afternoon Ginni

I was just informed that our Legal Department is requesting that beside general Liability your company has to provide Workers Comp. Also I was asked to request something in writing from your company as to how the Printing Services will be delivered.

If you should have any questions or need additional information please let me know.

EXHIBIT "C"
INSURANCE REQUIREMENTS



CERTIFICATE OF INSURANCE

ACCOUNT NUMBER 49-98535

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.

Name and Address of Certificate Holder

HIDALGO COUNTY PURCHASING
 ATTN YOLONDA VELASQUEZ
 2812 S BUSINESS HWY 281
 EDINBURG, TX 78539

Name and Address of the Insured

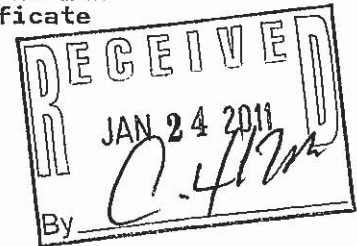
SCOTT-MERRIMAN INC
 11212 GOODNIGHT LN BLDG 200
 DALLAS, TX 75229

This certificate is issued on 01-01-2011 and is effective until 01-01-2012. It certifies that policies of insurance listed below have been issued to the insured named above. 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. Limits shown may have been reduced by paid claims.

<u>Coverage Provided</u>	<u>Policy Number</u>	<u>Coverage Limits</u>
<u>General Liability</u>	49-98535-02	General Aggregate \$ 3,000,000
		Products Aggregate \$ 1,000,000
Bodily Injury and Property Damage Combined	OCCURRENCE	Pers/Adv Injury \$ 1,000,000
		Each Occurrence \$ 1,000,000
		Premises Damage \$ 200,000
		Medical Expense \$ 10,000

CONTRACT #C-10-025B-02-16

If any of the listed policies are cancelled prior to their normal expiration date, the insurer will send notice to the certificate holder 10 days in advance.



Maicia Lepp
 VP - STANDARD BP AND DEALER OPS

80-C1035 (MECH)

HIDALGO COUNTY PURCHASING
ATTN YOLONDA VELASQUEZ
2812 S BUSINESS HWY 281
EDINBURG, TX 78539