THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-12-008A-03-20

THIS CONTRACT is made and entered into this **20th D**ay of **March, 2012** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **C0PY IT INC., A TEXAS CORPORATION** ("Company").

WHEREAS, Company responded to advertised notices for bids for **"PRINTING SERVICES 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 term of one year effective **April 16, 2012** and ending on **April 15, 2013.** Hidalgo County may at its sole discretion elect, to extend the term of this Contract for an additional two (2) - one (1) year terms at the same rates, terms and conditions and may further extend this Contract an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall

have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

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

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

10. This Contract shall not be assignable in whole or in part by either party

without prior written consent of the other party.

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

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

If to County:	**The County of Hidalgo** **Attn: County Judge** **1615 South Closner, Suite J** **Edinburg, Texas 78539**
If to Company	**Copy It Inc.** **705 East Pecan** **McAllen, Texas 78504**

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated without cause by County with thirty day's written notice prior to cancellation.

15. The contract may be terminated without cause upon thirty (30) days written notice by County.

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.

18. **Commitment of Current Revenues Only**. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon sixty (60) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

WITNESS our hands in duplicate originals this_____ day of _____, 2012.

COUNTY OF HIDALGO

ATTEST: By:_____
Ramon Garcia, County Judge

_____
Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

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

By:_____
Stephen L. Crain

APPROVED BY COMMISSIONES COURT:_____

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

PURCHASING DEPARTMENT
County Of Hidalgo

December 12, 2011

_____

_____

_____

Re: **HIDALGO COUNTY**
Request for Bids –**"Printing Services & Related Supplies"**
Bid No: 2012-008-01-04-MEG

Dear Gentleman/Ladies:

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

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

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

Sincerely,

Martha L Salazar

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/meg

Enclosures

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

REQUEST FOR BID (RFB) CHECKLIST

HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
Bid No: 2012-008-01-04-MEG

1. **Request for Bid Letter, consists of __1__ page.**
2. **Request for Bid, Legal Notice, consisting of__8__ pages.**
3. **Exhibit "A" Specifications consisting of__17__ pages.**
4. **Exhibit "B" Bid Page consisting of__11__ pages.**
5. **Exhibit "C" Insurance Requirements consisting of __4__ pages.**
6. **Exhibit "D" CIQ Conflict of Interest Questionnaire, consisting of __1__page.**
7. **Vendor/Bidder Application and W-9 form, consisting of__6__ pages.**
8. **Certification Regarding Debarment, consisting of __1__ of page.**
9. **Draft Requirements Agreement, consisting of __8__ pages.**

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

Thank you.

Martha L Salazar

Martha L. Salazar, CPPB
Purchasing Agent

December 12, 2011
Date

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

Bid No: 2012-008-01-04-MEG **Buyer: Elena Gomez Tel. No: (956) 318-2626 Ext. 4855**

REQUEST FOR BIDS

HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"

BID OPENING DATE:
JANUARY 04, 2012

Contact Person:

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

1. Sealed bids will be received for **HIDALGO COUNTY–"PRINTING SERVICES & RELATED SUPPLIES"** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of HIDALGO COUNTY ("County"). Strong rationale must be presented for any deviation from the specifications. HIDALGO COUNTY reserves the right to reject the deviation and its effect on the overall bid.

2. **ONE (1) ORIGINAL AND THREE (3) COPIES** of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **RFB-2012-008-01-04-MEG HIDALGO COUNTY–"PRINTING SERVICES & RELATED SUPPLIES"** and in County's Purchasing Department, physical address: 2812 S. Business Hwy. 281, mailing address: 2812 S. Business 281-New Administration Building, Edinburg, Texas, **on or before 9:30 A.M., WEDNESDAY, JANUARY 04, 2012. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO RFB-2012-008-01-04-MEG HIDALGO COUNTY–"PRINTING SERVICES & RELATED SUPPLIES".**

   HIDALGO COUNTY reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to HIDALGO COUNTY.

3. HIDALGO COUNTY reserves the right to: A). separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B.) reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C.) award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of HIDALGO COUNTY. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release HIDALGO COUNTY from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by HIDALGO COUNTY. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the HIDALGO COUNTY Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. DELIVERY INSTRUCTIONS:

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

HIDALGO COUNTY Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  a) Name and address of successful bidder
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation - **HIDALGO COUNTY–"PRINTING SERVICES &**

RELATED SUPPLIES" Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

e) Contract number must be indicated on all invoices

. Discount payments will be considered when offered.

. Contact person for Billing and Payment questions:

Hidalgo County Auditor's Office
Ray Eufracio, CPA, County Auditor
2809 S. Bus. Hwy 281
Edinburg, Texas 78539
(956) 318-2511

17. SCHEDULE OF EVENTS

Bid Opening, 9:30 AM	**JANUARY 04, 2012**
Award of Contract	_____, 2012
Commence Work or Deliver Products	_____, 2012

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

. If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.

. Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.

. If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

. If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.

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

19. ETHICAL STANDARDS:

. It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

. No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. Disclosure of Conflict of Interest

. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with HIDALGO COUNTY ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the HIDALGO COUNTY Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with HIDALGO COUNTY for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with HIDALGO COUNTY are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.
Please Submit completed CIQ forms to the HIDALGO COUNTY Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-HIDALGO COUNTY Courthouse
COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. Bids, and all goods and services provided there under, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

23. Minimum Standards For Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

25. Any contract award to a successful bidder will be in effect until: A.) the contract expires, B.) delivery and acceptance of products, and/or performance of services ordered, or C.) terminated by County with thirty (30) day's written notice prior to cancellation.

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A.) Meet schedules;
B.) Pay any required fees or taxes; or
C.) Otherwise perform in accordance with the specifications.

27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or

damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.

28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in HIDALGO COUNTY, Texas.

30. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
For
HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.:2012-008-01-04-MEG

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

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

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

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

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

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 specifiedservices. 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 choices 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 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 choices to transport by a third party delivery, it must be stated under the method of delivery on Exhibit B.
- 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.

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 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:

HIDALGO COUNTY
"PRINTING SERVICES & RELATED SUPPLIES"
BID NO.: 2012-008-01-04-MEG

PRE-BID CONFERENCE

A pre-bid conference will be held on **Monday December 19, 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 **Monday December** 19, 2011 @ 5:00 P.M. Responses will be sent to all applicants via facsimile or email by no later **than Thursday** December 22, 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	
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	
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 № **AP 745406**

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	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	
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 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 ¼" x 3 ⅓" White, Blue Flat Print, w/ Gold Foil Logo w/ blue lettering, 6 self peel labels per page		

3	**MAILING LABELS-** 4 ¼" X 3 ¼" White, blue Flat Print, w/ Gold Foil		
4	**Business Cards - -** 3½" X 2", Blue ink Raised Lettering, w/Blue and Gold Raised Seal w/ blue lettering, Single sided print-500 per box, landscape layout		
5	**Envelopes W/Logo -** Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue lettering, w/ foil gold seal w/blue flat lettering seal 500 per box, Plain no window envelope		
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 ½" X 8 ½" –Development Permit Posted Cards: Florescent Lemon Color, 10 point thickness, **90lb card stock**, white back, Numbered, Black ink w/Gray Watermark Seal	Pct 1=2650 Pct 2= 300 Pct 3=2650 Pct 4=2650	Starting No. 9295 Starting No. 1356 Starting No. 12981 Starting No. 12453
2	**Receipt Books -** 5 ½" X 8 ½"-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 № Precinct 1 RECEIPT № 1-187001-1
3	**Receipt Books -** 5 ½" X 8 ½"-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 № Precinct 2 RECEIPT № 2-70980-2/4
4	**Receipt Books -** 5 ½" X 8 ½"-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 № Precinct 3 RECEIPT № 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 № 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	
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 ⅛" 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	

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	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	
2	**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	
3	**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	
4	-8.5X11 Bou ppr,bnd, recy, rio bond plain paper WITH WATERMARK	100	
5	**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	
6	**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	
7	**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	
8	**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	
9	**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	
10	**Deputation Form:-** 8.5 x 11.14 Rio Grande Valley bond white 24 # 2/2 black & blue	250	
11	**Self Inking and Rubber Stamps:** Please see attached (3-5 each at a time)	5	
12	**Envelope---4 1/8" x 9 ½"** 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	

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	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 ⅛" 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, 2nd and 3rd page front only (same as page 1)	2,000/3 part	Top Glue Bind
4	**Envelopes W/Logo** - Size 4 ⅛" 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, 2nd and 3rd page front only (same as page 1)	2,000/3 part	Top Glue Bind
4	**Envelopes W/Logo** - Size 4 ⅛" 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	

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	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	
3	**Envelopes W/Logo** - Size 4 ⅛" x 9 ½", 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, 2nd and 3rd page front only 2nd page Yellow page and 3rd 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 ⅛" x 9 ½", 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** - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout		
3	**Envelopes W/Logo** - Size 4 ⅛" x 9 ½", 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, 2nd and 3rd page front only (same as page 1)		
5	**Certificate of Appreciation** – Gold in Blk letters		
6	**Juror's Handbook Pamphlets** -17 ½" 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** - 3½" 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 ⅛" x 9 ½", 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, 2nd and 3rd page front only (same as page one)	3,000 3-Part	Top Glue Bind

	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	

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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
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	

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	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 2nd 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 page, Preferrded Cut	5,000	
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, ½ 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 ⅛" x 9 ½", Standard Envelopes, flat Print, BLUE ink w/ gold foil seal 500 per box, no window	1000	
3	**Business Cards** – 3 ½" 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 ⅛" x 9 ½", Standard Envelopes, raised Print, BLUE ink w/ gold foil seal 500 per box, no window	1000	
3	**Business Cards** – 3 ½" 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 ⅛" x 9 ½", Standard Envelopes, Blk/Gold ink Raised Lettering,/ gold foil seal 500 per box, no window 25% cotton	1000	
3	**Business Cards** – 3 ½" 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 ½" 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 ½" 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 ⅛" x 9 ½", 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 ¾", Standard Envelopes, flat Print, black ink and watermark seal, Canary Yellow Envelopes, No Windows	120 boxes of 500	

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	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, (1st white paper with black and red ink, 2nd yellow paper with black and red ink, 3rd pink paper with black and red ink, and 4th 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 1st is white, 2nd is yellow, 3rd pink, and 4th orange with no printing in the back	100	
20	**Maintenance Books-** 9" X 5 ½ ", 1st White carbonless paper, 2nd yellow paper, Black ink, front print top binding (Perforated)	250	

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 3rd. 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 ⅛" 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/doubl e 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	

HIDALGO COUNTY
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

METHOD OF DELIVERY:

F.O.B. INSIDE DELIVERY _____

THIRD PARTY DELIVERY _____

Description	Estimated Quantity	Unit Price	Total Price
PURCHASING DEPARTMENT			
Terms and Conditions Printed	30,000 per order		

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION DEPARTMENT			
Appointment Cards	6,000 per year		
Probationer Acknowledgment Form	2,000 per year		
Initial Assessment Form	1,000 per year		
Court Information Form	1,200 per year		
Community Service Restitution ID Card	4,000 per year		
Court Notes	2,000 per year		
Community Service Restitution Program Rules	2,000 per year		
Authorization To Release Information	2,000 per year		
Employment Search Forms	1,000 per year		
Family History Information	6,000 per year		
Field Visit Log	2,000 per year		
Gun Control Act	3,000 per year		
Guidelines For Payment To The Acct. Dept.	6,000 per year		
Home Visit Cards	1,000 per year		
Intake Checklist	3,000 per year		
Leave Request	2,000 per year		
Intake Appt. Referral	3,000 per year		
Monthly Report (By Mail)	3,000 per year		
Monthly Report (In Person)	3,000 per year		
Office Rules And Regulations	3,000 per year		
Probationer Acknowledgment Form			
Personal Data Form	2,000 per year		
Probationer Monthly Report Sign-In-Ledger	1,000 per year		
Payment Schedule	1,500 per year		
Receptionists' Slips	1,000 per year		
Records Control Unit Processing Checklist	3,000 per year		
R.C.U. Intake File Tracking Form	3,000 per year		
Referral Cards	1,000 per year		
Reassessment Form -	1,000 per year		
TCIC/NCIC Request	500 per year		
Sign-In Roster	500 per year		
Scanning Checklist	3,000 per year		
TEAS DPS Inquiry Log	4,000 per year		

Telephone Message	4,000 per year		
Travel Permit Slips	3,000 per year		
Telephone Log-	1,500 per year		
Website Log	2,000 per year		
Envelopes W/Logo	4 boxes of 500		
Envelopes W/Logo	4 boxes of 500		
Pre-Numbered Receipts	60,000 per year		

Description	Estimated Quantity	Unit Price	Total Price
COUNTY AUDITORS OFFICE:			
Letterhead Paper	500		
	1000		
Letterhead Paper	500		
	1000		

Description	Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE:			
Recreational Fishing Regulations Cards	1,000		
Recreational Hunting Regulations Cards	1,000		
Business Cards			
Business Cards			
Envelopes W/Logo with window	40 boxes of 500 per box		
Envelopes W/Logo with no window	40 boxes of 500 per box		
Envelopes W/Logo, with window	40 boxes of 500 per box		
Letterhead Paper	30 reams of 500 sheets		
Certificate Of Withdrawal From Business	10,500 ea		
Assumed Name Certificate	10,500 ea		
Newly Wed Letter	10,000ea		
Scratch Pads	500 pads of		
Birth/Marriage Envelopes	6,000		
Booklet Envelopes	6,000 per order		

Description	Estimated Quantity	Unit Price	Total Price
H.I.D.T.A. TASK FORCE:			
Envelopes W/Logo	4 boxes of 500		
Letterhead Paper	4 reams of 500		
Business Cards	1 box of 500 Per each		
Mailing Labels	Needed every other year		
Vehicle Impoundment Report	500		
Receipt For Forms	500		
Investigative File Jacket (Light Blue)	500		

Investigative File Jacket (Canary Yellow)	500		
Dividers Multi-Color	400 sets purchase yearly		
Name Plate	On as needed basis		

Description	Estimated Quantity	Unit Price	Total Price
HUMAN RESOURCES:			
Business Cards	500 per box		
Envelopes W/Logo	4 boxes of 500 ea box		
Interview Worksheet	5,000 ea		
Interview Selection Form	5,000 ea		
Letterhead Paper	20 reams of 500		
Drainage District #1 Application	4,000 ea page		
County Of Hidalgo Application	12,000 ea page		
Sheriff Department Application	10,000 ea page		
Sick Leave Donation Form	4,000		
Hidalgo County Employee Manuals	3,500		
Hidalgo County Personnel Policy Manual	1,500		

Description	Estimated Quantity	Unit Price	Total Price
JUVENILE JUSTICE CENTER			
Letterhead Paper	500		
	1000		
Visitor's Labels			
Mailing Labels			
Business Cards	500		
	1000		
Envelopes W/Logo	4 boxes of 500 ea box		
Policy And Procedures Manual	1000		
Annual Report	1000		

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT			
Approved Application	Pct 1=2650		
	Pct 2= 300		
	Pct 3=2650		
	Pct 4=2650		
Receipt Book	27 Books of 100/Receipts Per book		
Receipt Books -	66 Books of 100/Receipts Per book		
Receipt Books	27 Books of 100/Receipts		

	per book		
Culvert Installation Work Order---/25 Work orders per bk	12 Books		

Description	Estimated Quantity	Unit Price	Total Price
TREASURER'S OFFICE			
Letterhead Paper	1 ream of 500		
Business Cards	500 per box		
Envelopes W/Logo	25- boxes 500 per box		
Large Window Envelope	5- boxes 500 per box		

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE			
Business Cards	1000 per order		
Business Cards	500 per order		
Letterhead Paper	5000		
Paper plain with WATERMARK 8.5X11Bou ppr,bnd, recy, rio bond	100		
Envelopes W/Logo #10	1500		
Envelopes W/Logo #9	5000		
Envelopes W/Logo #10	20,000 per order		
Envelopes W/Logo #10	60,000 per order		
Envelopes W/Logo #9	20,000 per order		
Deputation Form	250		
Self Inking and Rubber Stamps	5		
Envelope---4 1/8" x 9 ½"	5000		
AUTOMOBILE DEPT PLUS ALL SUBSTATIONS			
Business Cards	500 per order		
Letterhead Paper	5,000		
Envelopes W/Logo	7500		
Envelopes W/Logo	50 bxs of 500		
Envelopes W/Logo	10 bxs of 100		
Envelopes W/Logo	10 bxs of 500		
Deputation Cards- 3.875 x 2.375 index color # 110 black	250		
County Liquor Permit Rect:	150		
Refund Slips	3000 per order		

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3			
Business Cards	1box of 500		
Letterhead Paper - 8.5" X 11", #20 Fine quality	2 boxes/ of 500		
Letterhead Paper – 8.5" X 11", Linen Paper	2 boxes/ of 500		
Envelopes W/Logo	2 boxes /of 500		

Landfill Form- Legal Size Paper	50 Tablets of /100 sheets per		
Parking Permit	12 / 50 sheets per		

Description	Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:			
Business Cards	4 bxs. Of 500		
Letterhead Paper	4 reams of 500		
Order Of Release/Order Of Commitment	2,000/3 part		
Envelopes W/Logo	2 boxes of 500		

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
Letterhead Paper #20 Fine quality Bond Paper	2 reams of 500		
Letterhead Paper - 8.5" X 11" 25 % Cotton Paper			
Order Of Release/Order Of Commitment	2,000/3 part		
Envelopes W/Logo	2 boxes of 500		
Juror's Handbook Pamphlets	1,000		
Business Cards	1,000		
Juror Tags	14		

Description	Estimated Quantity	Unit Price	Total Price
332TH DISTRICT COURT			
Business Cards	500 per order		
Instructions to Jurors in Civil Cases	2000 per order		
Envelopes W/Logo	2500 per order		
Letterhead Paper	1000 per order		
Order Of Release/Order Of Commitment	2500 per order		
Order Of Referral For Mediation:	2000 per order		

Description	Estimated Quantity	Unit Price	Total Price
370TH DISTRICT COURT			
Letterhead Paper	1000 per order		
Envelopes W/Logo	1000 per order		

Description	Estimated Quantity	Unit Price	Total Price
389TH DISTRICT COURT			
Letterhead	1000		
Business Cards	500		
Envelopes W/Logo	1000		
Order Of Release/Order Of Commitment	500		

Certificate of Appreciation	500		
Juror's Handbook Pamphlets	500		

Description	Estimated Quantity	Unit Price	Total Price
398th DISTRICT COURT			
Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper,	6 reams of 500		
Letterhead Paper - 8.5" X 11", 25% Cotton Paper			
Business Cards	500 per box		
Envelopes W/Logo	6 boxes of 500		
Order Of Release/Order Of Commitment	3,000 3-Part		
Description	**Estimated Quantity**	**Unit Price**	**Total Price**
430TH DISTRICT COURT			
Letterhead	1000		
Business Cards	500		
Business Cards, DOUBLE sided print, landscape layout	500		
Envelopes W/Logo	1000		
Juror's Handbook Pamphlets -	500		

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLE PRECINCT No 1			
Business Cards	500 per box		
Field Contact Card – Index Card	2,000		
Building Check Card	500 ea		
Warning Card	2,000		
Notice/Aviso – Door Hanger Card	5,000		
Vehicle Impoundment	100 books of 25 sheets per bk		
Hidalgo County Constable Pct. 1 Warning Book	200 books of 50 pages per bklt.		
Ticket Book	200 books of 50 pages per bk		
Official Receipt For Constables Fees	10 books of 100 sheets per bk.		

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLE PRECINCT No 2			
Letterhead Paper	2 boxes of 5,000		
Business Cards – 3 ½" x 2", Black Card w/ Gold Lettering	3 bxs of 1,000		
Business Cards - 3½" X 2", Black ink Raised Lettering,	4 bxs of 1000		
Envelopes W/Constable Logo	4 boxes of 500		
Official Receipt For Constables Fees	20 books of 100 sheets per bk		

Ticket Book	50 books of 20 sheets per bk		
Warning Flyers	4 boxes of 5,000		
Advertencia Flyer	4 boxes of 5,000		

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLE PRECINCT No. 3:			
Letterhead Paper	4 reams		
Notice/Aviso – Door Hanger Card	5,000		
Envelopes W/Constable Logo	4 bxs /500		
Vehicle Impoundment	80/25 per bk		
Business Cards	250 per box		
Business Cards	2 boxes of 1000		
Warning Flyers	750 sheets		
Advertencia Flyers –	750 sheets		
Warning Notice To Vacate	750 sheets		
Ticket Book	40-booklets/ 25 sheets per bk		
Official Receipt For Constables Fees			
Notice/Aviso – Door Hanger Card	500		

Description	Estimated Quantity	Unit Price	Total Price
PUBLIC DEFENDER'S OFFICE			
Business Cards	19 boxes of 500		
Letterhead Paper - #20 Fine quality Bond Paper-Ivory	4 reams		
Envelopes W/Logo, window envelope	8 boxes of 500 ea		
Envelopes W/Logo Plain No window envelope	8 boxes of 500 ea		
Letterhead Paper - #20 Fine quality White Bond Paper	10 reams		
Visitor's Labels	10,000 sheets		
Mailing Labels	5,000 sheets		

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1			
Application For Birth Or Death Record			
Magistrate's Warning	1,000 ea page		
Community Hours Form	1,000 ea page		
Plaintiff's Original Petition Form	1,000 ea page		
Instructions For Filing Suit Form	1,000 ea page		
Driving Safety Course Request	1,000 ea page		
Application For Emergency Commitment	1,000 ea page		
Letterhead Paper	1 ream of 500		

Business Cards	2 boxes of 500		
Envelopes W/Logo - Size 4 ⅛" x 9 ½", no window,	2 boxes of 500		
Envelopes W/Logo - Size 4 ⅛" x 9 ½", with window	3 boxes of 500		
Printed Envelope	3 Boxes of 500		
Certificate Of Vital Record Paper – Size 8.5"x11"	1,000		
Certificate Of Vital Record Paper – Size - 8½" X 14	1,000		

Description	Estimated Quantity	Unit Price	Total Price
DISTRICT ATTORNEY			
Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper	20 boxes of 500		
Manila Folder- Special die cut end			
Business Cards - 3½" X 2"	2 boxes of 500		
Worthless Check Affidavit	10,000		
Authorization For Medico legal Examination	500		
Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, (Checks Department)	10 boxes of 500		
Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes (Misdemeanor Department)	20 boxes of 500		
Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard	8 boxes of 500		
Victim Impact Statement	5,000 per year		
Check Receipt	10,000		
Check Writer Flyers	3,000		
Misdemeanor Complaints	10,000		
Criminal Manila Folders- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print, 1,000 per box	10 boxes of 1,000		

Description	Estimated Quantity	Unit Price	Total Price
COUNTY COURT LAW #4 (JUDGE FRED GARZA)			
Letterhead Paper	5000		
Envelopes W/Logo	1000		
Business Cards	1000		
Certificate of Appreciation	5000		

Description	Estimated Quantity	Unit Price	Total Price
COUNTY COURT # 6 (JUDGE ALBERT GARCIA)			
Letterhead Paper,	5000		
Envelopes W/Logo	1000		
Business Cards	1000		

HIDALGO COUNTY
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Description	Estimated Quantity	Unit Price	Total Price
COUNTY COURT #7 (JUDGE ROLANDO CANTU)			
Letterhead Paper	5000		
Envelopes W/Logo	1000		
Business Cards	1000		

Description	Estimated Quantity	Unit Price	Total Price
DISTRICT CLERKS			
Business Cards	500 per box		
Business Cards	500 per box		
Envelopes W/Seal- With Window	1000		
Envelopes W/Seal , No Windows	1000		

Description	Estimated Quantity	Unit Price	Total Price
JAIL DEPARTMENT			
Inmate Request Forms-	30,000 ea		
Bail Bond Fee Refund Forms	300		

Description	Estimated Quantity	Unit Price	Total Price
LAW ENFORCEMENT			
Administrative Action Form	10,000		
Evidence Cards	11,000		
Evidence/Inventory Control Report	1,000		
Civil And Warrants Writ Of Possession Notice	1,000		
Name Placement Card	500		
Sheriff Badge Stickers	10,000 stickers		
Child ID Card	5,000		
Operation Child Safeguard Flyers	5,000		
Recruitment Flyer	5,000		
Latent Fingerprint Index Card	5,000		
Latent Print Envelope	2,000		
Official Photograph	2,000		
Envelope	3,000		
Business Cards –3 ½" x 2" 1 sided	1 box of 250		
Business Cards – 3 ½" x 2" 2 sided front and back	1 box of 250		
Citation Books	250		
Time Earned/Absence Request Form-	5,000		
Field Interview Cards	5,000		
Impound Books	100		
Maintenance Books–	250		
Offense/Incident Reports-front and back	30,000		

Offense Reports-Narrative	40,000		
Offense Reports-Property Reporting	10,000		
Victim's Bill of Rights Pamphlet	5,000		
Inmate Trust Receipt Book	200		
DIC-24 Statutory Warning	100		
DIC-25 Notice of Suspension Temp. Driving Permit	100		
Motor Pool Service Request	1000		
Motor Pool Service Request sticker	1000		
The State of Texas Statement of Elected/ Appointed Officer	300		
Deputation	300		
Operation Child Safeguard 17x22" Poster:	500		

Description	**Estimated Quantity**	**Unit Price**	**Total Price**
HEALTH AND HUMAN SERVICES			
Envelopes W/Logo	80 boxes of 500 per box		
Letterhead Paper	20 reams of 500		
Receipt Books	130 books per year of 150 receipts per book		
Application For On-Site Sewage Facilities	4,000 per year		
Technical Information For On-Site	4,000 per year		
Authorization To Construction-	4,000 per year		
Soil Evaluation Report Information	4,000 per year		
Food Service Inspection Report	6,000 to 8,000 yearly		
On Site Sewage Inspection Report	4,000 per year		
Services Offered Pamphlet –English	30,000 per year		
Services Offered Pamphlet –Spanish	30,000 per year		
Keep Your Germs To Yourself-English	30,000 per year		
Contenga Sus Gérmenes-Spanish	30,000 per year		
Stop The Flu	30,000 per year		
Alto A La Gripe	30,000 per year		

BIDDER'S INFORMATION

BIDDER/COMPANY NAME:_____

ADDRESS:_____

CITY/STATE/ZIP CODE:_____

PHONE NUMBER:_____

E-MAIL ADDRESS:_____

CELLULAR NUMBERS:_____

FAX NUMBER:_____

AUTHORIZED SIGNATURE:_____

PRINTED NAME:_____

TITLE:_____

DATE:_____

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(other than Professional Services)

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

1. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

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

Revised 10/01/08

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THER TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐ ☐ CLAIMS MADE OCCUR ☐ OWNER'S & CONT PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PER & ADV INJURY	$
					AL AGGREGATE	$
					ODUCTS – COMP/OP GG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIMS-MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILIT.**				WC STATU- TORY LIMITS ☐ OTHER	
					E.L. EACH ACCIDENT	$
					E.L. DISEASE-EA EMPLOYEE	$
					E.L. DISEASE-POLICY LIMIT	$
	OTHER					

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

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER

Hidalgo County
Attn: Purchasing Department
2812 S Highway Bus. 281
Edinburg, Texas 78539

ADDITIONAL INSURED; INSURER LETTER: _____

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL *30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

☐ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;

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

Automobile Liability: $_____ General Liability: $_____

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

_____ _____.
Authorized Representative Date

Notice to Bidder:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

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

1. Licenses: _____.
2. Bonds: _____.
3. Certificates: _____.
4. Permits: _____.
5. Other: _____.

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

_____ _____.
Authorized Signature Date

_____.
Company

_____.
Address

_____.
City, State, Zip

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

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

OFFICE USE ONLY
Date Received

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

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

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

_____
Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

4

_____ _____
Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department
thru Facsimile: (956) 318-2629 or (956) 292-7612
in person or regular mail to:
Mailing/Postal Address: 2812 S. Business Hwy. 281
Physical Address: 2802 S. Business Hwy. 281
Edinburg, Texas 78539
or e-mail: purchasing@co.hidalgo.tx.us

Company Name: Telephone No. ( )
dba Name:
Legal Name:
Mailing Address: Fax No. ( )
Physical Address:
City, State, Zip Tax I.D. No.
Remit to Address : City, State, Zip
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____Non-Profit _____ LLC _____ Sole Proprietor _____ Other, Specify State Identification No._____ (Please attached completed W-9 form with this application) Federal Identification No. or (if individual) SS No.
State of Incorporation: _____ Date:_____ Other:
Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker _____ Distributor _____ Service Organization _____ Other, Specify
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) Small Business: Disadvantaged Business (At Least 51% Ownership) ❒ Less than 125,000 annual gross receipt ❒ Black American ❒ Native American ❒ Less than 250,000 annual gross receipt ❒ Hispanic American ❒ Women ❒ Less than 499,000 annual gross receipt ❒ Asian Pacific American ❒ Other ❒ More than 500,000 annual gross receipt Have you been certified as a HUB or an MBE/WBE source?: ❒ Yes ❒ No Indicate Certification No.(s):_____ or are Certificate(s) attached?: ❒ Yes ❒ No
What type of product(s) is/are solicited by your company?: Would you like to be provided with specifications for procurements of such products?: ❒ Yes ❒ No
To Be Completed by the County: Rec'd by (Purchasing):_____ Date Rec'd by (Purchasing): Date Forwarded Information to Auditor's Office:_____Entry Date: _____ Vendor No.:

Revised12/14/06

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source? ☐Yes ☐ No

If yes, by whom? ☐ Texas Building & Procurement Commission ☐ Other_____

Indicate Certification No(s).:_____ or Are Certificate(s) Attached?: ☐ Yes ☐ No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources? _____% (List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:
Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other
Address: _____ City: _____ State: _____ Zip:
Contact Person: _____ Title: _____ Phone No.: ( )
Subcontract Amount: $_____ Description of Work to be Performed:

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ► ..... ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
			–			–		

or

Employer identification number
			–					

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ► Date ►

Purpose of Form

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

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

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

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

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

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

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

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

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

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

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

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

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

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

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

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

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

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

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

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

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

Penalties

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

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

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

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

Specific Instructions

Name

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

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

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

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

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

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

Exempt From Backup Withholding

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

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

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

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

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients 1 through 7 [2]

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

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

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

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

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

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

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

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

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

Privacy Act Notice

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

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

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

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

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-

THIS CONTRACT is made and entered into this _____ Day of_____, **2012** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and _____("Company").

WHEREAS, Company responded to advertised notices for bids for **"PRINTING SERVICES 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

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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 effective **February 16, 2012** and ending on **February 15, 2013.** Hidalgo County at its sole discretion elect the option to extend the contract for two (2) - one (1) year at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all

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persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

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

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

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

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

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

If to County:

The County of Hidalgo
Attn: County Judge
1615 South Closner, Suite J
Edinburg, Texas 78539

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If to Company _____
_____
_____

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated without cause by County with thirty day's written notice prior to cancellation.

15. The contract may be terminated without cause upon thirty (30) days written notice by County.

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.

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WITNESS our hands in duplicate originals this_____ day of _____, 2012.

COUNTY OF HIDALGO

ATTEST:

By:_____
Ramon Garcia, County Judge

_____

Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

APPROVED BY COMMISSIONES COURT:_____

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

By:_____
Stephen L. Crain

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EXHIBIT "B"
VENDOR'S BID

HIDALGO COUNTY
TABULATION SHEET
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

METHOD OF DELIVERY:

F.O.B. INSIDE DELIVERY Copy It Delivery Truck **COPY IT**
THIRD PARTY DELIVERY _____

COMMODITY CODE PRINTING: 966

Description	PRICES
	Copy It
PURCHASING DEPARTMENT	
Terms and Conditions Printed	599.50

Description	PRICES
	Copy It
ADULT PROBATION DEPARTMENT	
Appointment Cards	89.90
Initial Assessment Form	47.60
Court Information Form	39.45
Community Service Restitution ID Card	87.00
Community Service Restitution Program Rules	57.20
Employment Search Forms	28.60
Field Visit Log	57.20
Home Visit Cards	25.00
Leave Request	57.20
Office Rules And Regulations	85.80
Probationer Acknowledgment Form	57.20
Personal Data Form	57.20
Probationer Monthly Report Sign-In-Ledger	28.60
Receptionists' Slips	15.25
Referral Cards	53.85
Reassessment Form -	31.35
TCIC/NCIC Request	18.50
Telephone Log-	42.90

Description	PRICES
	Copy It
COUNTY AUDITORS OFFICE:	
Letterhead Paper	30.00
Letterhead Paper	30.00

Description	PRICES
	Copy It
COUNTY CLERKS OFFICE:	
Scratch Pads	216.10

HIDALGO COUNTY
TABULATION SHEET
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Description	PRICES
	Copy It
H.I.D.T.A. TASK FORCE:	
Envelopes W/Logo	267.20
Letterhead Paper	149.58
Vehicle Impoundment Report	90.95
Receipt For Forms	62.45

Description	PRICES
	Copy It
HUMAN RESOURCES:	
Interview Selection Form	107.10
Letterhead Paper	472.25
Drainage District #1 Application	330.30
County Of Hidalgo Application	889.75
Sheriff Department Application	286.31

Description	PRICES
	Copy It
JUVENILE JUSTICE CENTER	
Annual Report	145.00

Description	PRICES
	Copy It
PLANNING DEPARTMENT	
Receipt Book	318.85
Receipt Books -	728.25
Receipt Books	318.25
Culvert Installation Work Order---/25 Work orders per bk	112.00

Description	PRICES
	Copy It
TREASURER'S OFFICE	
Envelopes W/Logo	271.30

Description	PRICES
	Copy It
TAX OFFICE	
Letterhead Paper	254.75
Paper plain w WATERMARK Bou ppr,bnd, recy, rio bond	6.99
Envelopes W/Logo #9	173.50
Envelopes W/Logo #9	718.15

HIDALGO COUNTY
TABULATION SHEET
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Envelope---4 1/8" x 9 ½"	173.50
AUTOMOBILE DEPT PLUS ALL SUBSTATIONS	
Letterhead Paper	126.85
Deputation Cards- 3.875 x 2.375 index color # 110 black	20.00
County Liquor Permit Rect:	39.05
Refund Slips	55.70

Description	PRICES
	Copy It
COMMISSIONER PRECINCT 3	
Parking Permit	45.00

Description	PRICES
	Copy It
206TH DISTRICT COURT:	
Letterhead Paper - 8.5" X 11" 25 % Cotton Paper	34.95
Juror's Handbook Pamphlets	185.90

Description	PRICES
	Copy It
332TH DISTRICT COURT	
Instructions to Jurors in Civil Cases	73.85
Envelopes W/Logo	80.40
Letterhead Paper	61.95

Description	PRICES
	Copy It
389TH DISTRICT COURT	
Order Of Release/Order Of Commitment	185.90
Certificate of Appreciation	167.40

Description	PRICES
	Copy It
398th DISTRICT COURT	
Letterhead Paper - 8.5" X 11", 25% Cotton Paper	104.80

Description	PRICES
	Copy It
430TH DISTRICT COURT	
Juror's Handbook Pamphlets -	156.35

HIDALGO COUNTY
TABULATION SHEET
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Description	PRICES Copy It
CONSTABLE PRECINCT No 1	
Building Check Card	21.05
Notice/Aviso – Door Hanger Card	469.55
Vehicle Impoundment	400.00

Description	PRICES Copy It
CONSTABLE PRECINCT No 2	
Business Cards - 3½" X 2", Black ink Raised Lettering,	151.20
Official Receipt For Constables Fees	75.00
Warning Flyers	1200.00
Advertencia Flyer	1200.00

Description	PRICES Copy It
CONSTABLE PRECINCT No. 3:	
Letterhead Paper	153.30
Notice/Aviso – Door Hanger Card	222.65
Official Receipt For Constables Fees	59.75

Description	PRICES Copy It
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1	
Magistrate's Warning	28.60
Community Hours Form	28.60
Plaintiff's Original Petition Form	57.20
Instructions For Filing Suit Form	57.20
Driving Safety Course Request	93.00
Application For Emergency Commitment	162.75
Letterhead Paper	42.70
Business Cards	40.00

Description	PRICES Copy It
DISTRICT ATTORNEY	
Victim Impact Statement	210.60

HIDALGO COUNTY
TABULATION SHEET
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Description	PRICES Copy It
COUNTY COURT LAW #4 (JUDGE FRED GARZA)	
Certificate of Appreciation	198.65

Description	PRICES Copy It
COUNTY COURT # 6 (JUDGE ALBERT GARCIA)	
Letterhead Paper,	340.25

Description	PRICES Copy It
COUNTY COURT # 7 (JUDGE ROLANDO CANTU)	
Letterhead Paper	589.00

Description	PRICES Copy It
JAIL DEPARTMENT	
Bail Bond Fee Refund Forms	60.00

Description	PRICES Copy It
LAW ENFORCEMENT	
Evidence Cards	94.00
Child ID Card	500.00
Recruitment Flyer	450.00
Latent Fingerprint Index Card	137.20
Latent Print Envelope	87.35
Official Photograph	70.00
Citation Books	875.00
Field Interview Cards	140.00
Maintenance Books–	420.00
Offense/Incident Reports-front and back	550.00
Offense Reports-Narrative	565.00
Offense Reports-Property Reporting	157.94
Victim's Bill of Rights Pamphlet	150.00
DIC-24 Statutory Warning	18.55
DIC-25 Notice of Suspension Temp. Driving Permit	18.55
Motor Pool Service Request	28.20
The State of Texas Statement of Elected/ Appointed Officer	31.70
Deputation	60.95

HIDALGO COUNTY
TABULATION SHEET
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Description	PRICES
	Copy It
HEALTH AND HUMAN SERVICES	
On Site Sewage Inspection Report	300.00
Services Offered Pamphlet –English	355.00
Services Offered Pamphlet –Spanish	412.65

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

METHOD OF DELIVERY:

F.O.B. INSIDE DELIVERY COPY IT Delivery Truck

THIRD PARTY DELIVERY _____

Description	Estimated Quantity	Unit Price	Total Price
PURCHASING DEPARTMENT			
Terms and Conditions Printed	30,000 per order	599.50	599.50

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION DEPARTMENT			
Appointment Cards	6,000 per year	.0148	89.90
Probationer Acknowledgment Form	2,000 per year	.0286	57.20
Initial Assessment Form	1,000 per year	.0476	47.60
Court Information Form	1,200 per year	.0328	39.45
Community Service Restitution ID Card	4,000 per year	.0217	87.00
Court Notes	2,000 per year	.0286	57.20
Community Service Restitution Program Rules	2,000 per year	.0286	57.20
Authorization To Release Information	2,000 per year	.0286	57.20
Employment Search Forms	1,000 per year	.0286	28.60
Family History Information	6,000 per year	.0306	183.90
Field Visit Log	2,000 per year	.0286	57.20
Gun Control Act	3,000 per year	.0286	85.80
Guidelines For Payment To The Acct. Dept.	6,000 per year	.0306	183.90
Home Visit Cards	1,000 per year	.025	25.00
Intake Checklist	3,000 per year	.0286	85.80
Leave Request	2,000 per year	.0286	57.20
Intake Appt. Referral	3,000 per year	.0366	109.80
Monthly Report (By Mail)	3,000 per year	.0366	109.90
Monthly Report (In Person)	3,000 per year	.0286	85.80
Office Rules And Regulations	3,000 per year	.0286	85.80
Probationer Acknowledgment Form	2,000 per year	.0286	57.20
Personal Data Form	2,000 per year	.0286	57.20
Probationer Monthly Report Sign-In-Ledger	1,000 per year	.0286	28.60
Payment Schedule	1,500 per year	.0453	67.97
Receptionists' Slips	1,000 per year	.0152	15.25
Records Control Unit Processing Checklist	3,000 per year	.0286	85.80
R.C.U. Intake File Tracking Form	3,000 per year	.0286	85.80
Referral Cards	1,000 per year	.0538	53.85
Reassessment Form -	1,000 per year	.0313	31.35
TCIC/NCIC Request	500 per year	.0371	18.50
Sign-In Roster	500 per year	.0686	34.30
Scanning Checklist	3,000 per year	.0286	85.80

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HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

TEAS DPS Inquiry Log	4,000 per year	.0267	107.10
Telephone Message	4,000 per year	.0422	169.05
Travel Permit Slips	3,000 per year	.0366	109.90
Telephone Log-	1,500 per year	.0286	42.90
Website Log	2,000 per year	.0286	57.20
Envelopes W/Logo	4 boxes of 500	80.40	80.40
Envelopes W/Logo	4 boxes of 500	88.35	88.35
Pre-Numbered Receipts	60,000 per year	NB	

Description	Estimated Quantity	Unit Price	Total Price
COUNTY AUDITORS OFFICE:			
Letterhead Paper	500	30.00	30.00
Letterhead Paper	500	30.00	30.00

Description		Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE:				
Recreational Fishing Regulations Cards		1,000	NB	
Recreational Hunting Regulations Cards		1,000	NB	
Business Cards		30 boxes of 500 per order	76.50	2,295.00
Business Cards		2500 per order	164.00	164.00
Envelopes W/Logo with window		30 boxes of 500 per box	1475.15	1,475.15
Envelopes W/Logo with no window		30 boxes of 500 per box	1378.10	1378.10
Letterhead Paper		30 reams of 500 sheets	891.05	891.05
Certificate Of Withdrawal From Business		10,500 ea	.0458	481.85
Assumed Name Certificate		10,500 ea	.0429	450.75
Newly Wed Letter		10,000ea	.0632	632.60
Scratch Pads		500 pads of	216.10	216.10
Birth/Marriage Envelopes		6,000	NB	
Booklet Envelopes	with peel	6,000 per order	NB	
	without peel	6,000 per order	NB	
Special Window Envelopes		50,000	NB	

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Description	Estimated Quantity	Unit Price	Total Price
H.I.D.T.A. TASK FORCE:			
Envelopes W/Logo	4 boxes of 500	267.20	267.20
Letterhead Paper	4 reams of 500	149.58	149.58
Business Cards	1 box of 500 Per each	48.60	48.60
Mailing Labels	500 per order	NB	
Vehicle Impoundment Report	500	.1819	90.95
Receipt For Forms	500	.1249	62.45
Investigative File Jacket (Light Blue)	1000	NB	

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Investigative File Jacket (Canary Yellow)	1000	NB	
Dividers Multi-Color	400 sets yearly	NB	
Name Plate	On as needed basis	NB	

Description	Estimated Quantity	Unit Price	Total Price
HUMAN RESOURCES:			
Business Cards	500 per box	57.60	57.60
Envelopes W/Logo	4 boxes of 500 ea box	588.50	588.50
Interview Worksheet	5,000 ea	.0214	107.10
Interview Selection Form	5,000 ea	.0214	107.10
Letterhead Paper	20 reams of 500	472.25	472.25
Drainage District #1 Application	4,000 ea page	.0825	330.30
County Of Hidalgo Application	12,000 ea page	.0741	889.75
Sheriff Department Application	10,000 ea page	0286	286.31
Sick Leave Donation Form	4,000	.0267	107.10

Description	Estimated Quantity	Unit Price	Total Price
JUVENILE JUSTICE CENTER			
Letterhead Paper	24 reams per order	699.80	699.80
Visitor's Labels	2 rolls of 500	NB	
Mailing Labels	1 roll of 5000	NB	
Business Cards	500	54.00	54.00
	1000	60.00	60.00
Envelopes W/Logo	20 boxes of 500 per order	1149.30	1149.30
Policy And Procedures Manual	10 per order	NB	
Annual Report	50 books per order	2.9	145.00

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT			
Approved Application	Pct 1=2650	.063566	168.45
	Pct 2= 300	.2221	66.65
	Pct 3=2650	.063716	168.85
	Pct 4=2650	063716	168.85
Receipt Book	27 Books	11.80925	318.85
Receipt Books -	66 Books	11.03409	728.25
Receipt Books	27 Books	11.78703	318.25
Culvert Installation Work Order—/25 Work orders per bk	12 Books	9.3333	112.00

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Description	Estimated Quantity	Unit Price	Total Price
TREASURER'S OFFICE			
Letterhead Paper	1 ream of 500	207.50	207.50

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Business Cards	500 per box	42.00	42.00
Envelopes W/Logo	5000 per order	271.30	271.30
Large Window Envelope	5000 per order	NB	

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE			
Business Cards	1000 per order	72.00	72.00
Business Cards	500 per order	72.00	72.00
Letterhead Paper	5000	254.75	254.75
Paper plain with WATERMARK 8.5X11 Bou ppr,bnd, recy, rio bond	100	.0699	6.99
Envelopes W/Logo #10	1500	112.35	112.35
Envelopes W/Logo #9	5000	173.50	173.50
Envelopes W/Logo #10	20,000 per order	690.60	690.60
Envelopes W/Logo #10	60,000 per order	NB	
Envelopes W/Logo #9	20,000 per order	718.15	718.15
Deputation Form	250	NB	
Envelope---4 1/8" x 9 ½"	5000	173.50	173.50
AUTOMOBILE DEPT PLUS ALL SUBSTATIONS			
Business Cards	500 per order	48.60	48.60
Letterhead Paper	5,000	126.85	126.85
Envelopes W/Logo	7500	275.00	275.00
Envelopes W/Logo	50 bxs of 500	938.25	938.25
Envelopes W/Logo	10 bxs of 100	NB	
Envelopes W/Logo	10 bxs of 500	NB	
Deputation Cards- 3.875 x 2.375 index color # 110 black	250	.08	20.00
County Liquor Permit Rect:	150	.2603	39.05
Refund Slips	3000 per order	.01856	55.70

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3			
Business Cards	1box of 500	118.75	118.75
Letterhead Paper - 8.5" X 11", #20 Fine quality	2 boxes/ of 500	296.25	296.25
Letterhead Paper – 8.5" X 11", Linen Paper	2 boxes/ of 500	61.95	61.95
Envelopes W/Logo	2 boxes /of 500	49.40	49.40
Landfill Form- Legal Size Paper	50 Tablets of /100 sheets per	3.096	154.80
Parking Permit	12 / 50 sheets per	3.75	45.00

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Description		Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:				
Business Cards	foil seal	4 bxs. Of 500	118.75	475.00

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

	ink seal	4 bxs. Of 500	48.60	194.40
Letterhead Paper		4 reams of 500	560.25	560.25
Order Of Release/Order Of Commitment		2,000/3 part	.20	400.00
Envelopes W/Logo		2 boxes of 500	356.00	356.00

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
Letterhead Paper #20 Fine quality Bond Paper	2 reams of 500	142.00	142.00
Letterhead Paper - 8.5" X 11" 25 % Cotton Paper	2 reams of 500	34.95	34.95
Order Of Release/Order Of Commitment	2,000/3 part	.02	400.00
Envelopes W/Logo	2 boxes of 500	195.00	195.00
Juror's Handbook Pamphlets	1,000	.1859	185.90
Business Cards	1,000	63.00	63.00
Juror Tags	14	NB	

Description	Estimated Quantity	Unit Price	Total Price
332TH DISTRICT COURT			
Business Cards	500 per order	48.60	48.60
Instructions to Jurors in Civil Cases	2000 per order	.036925	73.85
Envelopes W/Logo	2500 per order	80.40	80.40
Letterhead Paper	1000 per order	61.95	61.95
Order Of Release/Order Of Commitment	2500 per order	0.2	500.00
Order Of Referral For Mediation:	2000 per order	.0698	139.60

Description	Estimated Quantity	Unit Price	Total Price
370TH DISTRICT COURT			
Letterhead Paper	1000 per order	296.25	296.25
Envelopes W/Logo	1000 per order	356.00	356.00

Description	Estimated Quantity	Unit Price	Total Price
389TH DISTRICT COURT			
Letterhead	1000 per order	142.00	142.00
Business Cards	1000 per order	54.00	54.00
Envelopes W/Logo	1000 per order	284.00	284.00
Order Of Release/Order Of Commitment	1000 per order	.1859	185.90
Certificate of Appreciation	1000 per order	.1674	167.40
Juror's Handbook Pamphlets	1000 per order	.225	225.00

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10:02
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Description	Estimated Quantity	Unit Price	Total Price
398th DISTRICT COURT			

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper,	6 reams of 500	707.50	707.50
Letterhead Paper - 8.5" X 11", 25% Cotton Paper	6 reams of 500	17.466	104.80
Business Cards	500 per box	118.75	118.75
Envelopes W/Logo	6 boxes of 500	863.50	863.50
Order Of Release/Order Of Commitment	3,000 3-Part	0.20	600.00

Description	Estimated Quantity	Unit Price	Total Price
430TH DISTRICT COURT			
Letterhead	1000	142.00	142.00
Business Cards	500 Foil	118.75	118.75
	500 Ink	48.60	48.60
Business Cards, DOUBLE sided print, landscape layout	500	NB	
Envelopes W/Logo	1000	284.00	284.00
Juror's Handbook Pamphlets -	500	.3127	156.35

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLE PRECINCT No 1			
Business Cards	500 per box	NB	
Field Contact Card – Index Card	2,000	.02905	58.10
Building Check Card	500 ea	.0421	21.05
Warning Card	2,000	.162055	324.11
Notice/Aviso – Door Hanger Card	5,000	.09391	469.55
Vehicle Impoundment	100 books	4.00	400.00
Hidalgo County Constable Pct. 1 Warning Book	200 books	2.875	575.00
Ticket Book	200 books	NB	
Official Receipt For Constables Fees	20 books	13.25	265.00

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLE PRECINCT No 2			
Letterhead Paper	2 boxes of 5,000	437.30	437.30
Business Cards – 3 ½" x 2", Black Card w/ Gold Lettering	3 bxs of 1,000	NB	
Business Cards - 3½" X 2", Black ink Raised Lettering,	4 bxs of 1000	37.80	151.20
Envelopes W/Constable Logo	4 boxes of 500	20.10	80.40
Official Receipt For Constables Fees	3 books 50 sets per book	25.00	75.00
Ticket Book	50 books of 20 sheets per bk	7.023	351.15
Warning Flyers	4 boxes of 5,000	300.00/bx	1,200.00
Advertencia Flyer	4 boxes of 5,000	300.00/bx	1,200.00

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1/25/12
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Description	Estimated Quantity	Unit Price	Total Price

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

CONSTABLE PRECINCT No. 3:			
Letterhead Paper	4 reams	153.30	153.30
Notice/Aviso – Door Hanger Card	2,000	.111325	222.65
Envelopes W/Constable Logo	4 bxs /500	121.60	121.60
Vehicle Impoundment	80/25 per bk	4.0825	326.60
Business Cards	250 per box	48.60	48.60
Business Cards	2 boxes of 1000	54.00	108.00
Warning Flyers	750 sheets	.0317266	237.95
Advertencia Flyers –	750 sheets	.317266	237.95
Warning Notice To Vacate	750 sheets	.317266	237.95
Ticket Book	40-booklets/ 25 sheets per bk	NB	
Official Receipt For Constables Fees	50 sets per book 2 books	1.195	59.75

Description	Estimated Quantity	Unit Price	Total Price
PUBLIC DEFENDER'S OFFICE			
Business Cards	19 boxes of 500	48.60	923.40
Letterhead Paper - #20 Fine quality Bond Paper-Ivory	Ream of 500	207.50	207.50
Envelopes W/Logo, window envelope	8 boxes of 500 ea	NB	
Envelopes W/Logo Plain No window envelope	8 boxes of 500 ea	1,053.50	1,053.50

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1			
Magistrate's Warning	1,000 ea page	.0286	28.60
Community Hours Form	1,000 ea page	.0286	28.60
Plaintiff's Original Petition Form	1,000 ea page	.0572	57.20
Instructions For Filing Suit Form	1,000 ea page	.0572	57.20
Driving Safety Course Request	1,000 ea page	.093	93.00
Application For Emergency Commitment	1,000 ea page	.16275	162.75
Letterhead Paper	1 ream of 500	42.70	42.70
Business Cards	2 boxes of 500	20.00	40.00
Envelopes W/Logo - Size 4 ⅛" x 9 ½", no window,	2 boxes of 500	49.40	49.40
Envelopes W/Logo - Size 4 ⅛" x 9 ½", with window	3 boxes of 500	70.85	70.85
Printed Envelope	3 Boxes of 500	64.90	64.90
Certificate Of Vital Record Paper – Size 8.5"x11"	1,000	NB	
Certificate Of Vital Record Paper – Size - 8½" X 14	1,000	NB	

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Description	Estimated Quantity	Unit Price	Total Price
DISTRICT ATTORNEY			
Letterhead Paper - 8.5" X 11", #20 Fine quality Bond Paper	5 boxes of 500	178.70	178.70
Manila Folder- Special die cut end	10,000	NB	
Business Cards - 3½" X 2"	500 per box	48.60	48.60

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Worthless Check Affidavit	9000	NB	
Authorization For Medico legal Examination	1,000	.1691	169.10
Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, (Checks Department)	10 boxes of 500	193.15	193.15
Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes (Misdemeanor Department)	20 boxes of 500	NB	
Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard	8 boxes of 500	224.00	224.00
Victim Impact Statement	5,000 per year	.04212	210.60
Check Receipt	5,000	NB	
Check Writer Flyers	500	.2375	118.95
Misdemeanor Complaints	10,000	NB	
Criminal Manila Folders- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print, 1,000 per box	10 boxes of 1,000	NB	

Description	Estimated Quantity	Unit Price	Total Price
COUNTY COURT LAW #4 (JUDGE FRED GARZA)			
Letterhead Paper	5000	316.80	316.80
Envelopes W/Logo	1000	83.50	83.50
Business Cards	1000	54.00	54.00
Certificate of Appreciation	5000	.03973	198.65

Description	Estimated Quantity	Unit Price	Total Price
COUNTY COURT # 6 (JUDGE ALBERT GARCIA)			
Letterhead Paper,	5000	340.25	340.25
Envelopes W/Logo	1000	195.00	195.00
Business Cards	1000	54.00	54.00

Description	Estimated Quantity	Unit Price	Total Price
COUNTY COURT # 7 (JUDGE ROLANDO CANTU)			
Letterhead Paper	5000	589.00	589.00
Envelopes W/Logo	1000	234.25	234.25
Business Cards	1000	54.00	54.00

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Description	Estimated Quantity	Unit Price	Total Price
DISTRICT CLERKS			
Business Cards	30 boxes 500 per bx	NB	
Business Cards	500 per box	NB	
Envelopes W/Seal- With Window	120 boxes of 500	NB	
Envelopes W/Seal , No Windows	120 boxes of 500	NB	

Description	Estimated Quantity	Unit Price	Total Price

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

JAIL DEPARTMENT			
Inmate Request Forms-	30,000 ea	1796.80	1,796.80
Bail Bond Fee Refund Forms	300	.20	60.00

Description	Estimated Quantity	Unit Price	Total Price
LAW ENFORCEMENT			
Administrative Action Form	10,000	.05939	593.90
Evidence Cards	6,000	.01566	94.00
Evidence/Inventory Control Report	1,000	0.20	200.00
Civil And Warrants Writ Of Possession Notice	1,000	.345	345.00
Name Placement Card	500	.234	117.00
Sheriff Badge Stickers	5,000 stickers	577.79	577.79
Child ID Card	5,000	.10	500.00
Operation Child Safeguard Flyers	5,000	400.00	400.00
Recruitment Flyer	5,000	.09	450.00
Latent Fingerprint Index Card	5,000	.0274	137.20
Latent Print Envelope	2,000	.035	87.35
Official Photograph	2,000	.035	70.00
Envelope	3,000	.13	390.00
Business Cards –3 ½" x 2" 1 sided	1 box of 250	52.80	52.80
Business Cards – 3 ½" x 2" 2 sided front and back	1 box of 250	65.00	65.00
Citation Books	25 per book 250 books	3.50	875.00
Time Earned/Absence Request Form-	5,000	.16	800.00
Field Interview Cards	5,000	.028	140.00
Impound Books	25 per book 100 books	3.55	355.00
Maintenance Books–	25 per bk 250 bks	1.68	420.00
Offense/Incident Reports-front and back	30,000	.0183	550.00
Offense Reports-Narrative	40,000	.01412	565.00
Offense Reports-Property Reporting	10,000	.01579	157.94
Victim's Bill of Rights Pamphlet	5,000	.03	150.00
Inmate Trust Receipt Book	50 sets per book 200	9.50	1,900.00
DIC-24 Statutory Warning	100	.1855	18.55
DIC-25 Notice of Suspension Temp. Driving Permit	100	.1855	18.55
Motor Pool Service Request	1000	.0282	28.20
Motor Pool Service Request sticker	1000	.1113	111.35
The State of Texas Statement of Elected/ Appointed Officer	300	.1056	31.70
Deputation	300	.203	60.95
Operation Child Safeguard 17x22" Poster:	500	NB	

OPENED
10:08
1/25/12
Witnessed

HIDALGO COUNTY
ADDENDUM #1
EXHIBIT "B"
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2012-008-01-04-MEG

Description	Estimated Quantity	Unit Price	Total Price
HEALTH AND HUMAN SERVICES			
Envelopes W/Logo	15 boxes of 500 per box per order	392.70	392.70
Letterhead Paper	20 reams of 500	NB	
Receipt Books	as needed	NB	
Application For On-Site Sewage Facilities	2,000 per order	.1175	235.00
Technical Information For On-Site	2,000 per order	.1175	235.00
Authorization To Construction-	2,000 per order	.1175	235.00
Soil Evaluation Report Information	2,000 per order	.045	90.00
Food Service Inspection Report	2,000 per order	.2175	435.00
On Site Sewage Inspection Report	2,000 per order	.15	300.00
Services Offered Pamphlet –English	5,000 per order	.071	355.00
Services Offered Pamphlet –Spanish	5,000 per order	.0825	412.65
Keep Your Germs To Yourself-English	1,000 per order	.133	133.00
Contenga Sus Gérmenes-Spanish	1,000 per order	.133	133.00
Stop The Flu	1,000 per order	.133	133.00
Alto A La Gripe	1,000 per order	.133	133.00

OPENED
10:08
11/20/12
Witnessed

BIDDER'S INFORMATION

BIDDER/COMPANY NAME:_____

ADDRESS:_____

CITY/STATE/ZIP CODE:_____

PHONE NUMBER:_____

E-MAIL ADDRESS:_____

CELLULAR NUMBERS:_____

FAX NUMBER:_____

AUTHORIZED SIGNATURE:_____

PRINTED NAME:_____

TITLE:_____

DATE:_____

ACKNOWLEDGEMENT OF BID SUBMITTED _____

EXHIBIT "C"
INSURANCE REQUIREMENTS

Insurance Requirement Acknowledgment

I, Richard A Longoria, authorized representative for Copy IT, Inc,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

☑ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;

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

Automobile Liability: $_____ General Liability: $_____

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

_____ 1-24-12
Authorized Representative Date

Notice to Bidder:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

Evangelina Garcia

From: Martha Salazar [martha.salazar@co.hidalgo.tx.us]
Sent: Monday, March 05, 2012 1:56 PM
To: 'Evangelina Garcia'; 'Steve Crain'
Cc: 'Elena Gomez'
Subject: RE: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

Importance: High

Ladies:
Mr. Crain informed me that we can place the item on the agenda subject to final review inasmuch as he will not sign as to form until the Acord certificate is provided by vendor.
Marty

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Monday, March 05, 2012 9:21 AM
To: 'Steve Crain'
Cc: 'Martha Salazar'; 'Elena Gomez'
Subject: RE: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

Mr. Crain:
This is the vendor (contract) that Marty spoke to you about as far as approving the document as to form however pursuant to legal's final review of the insurance document once submitted inasmuch as the vendor checked that he would acquire within ten (10) days after notice of award by Purchasing Department (see attachment).

Appreciate your assistance on this so as to allow the buyer to proceed with an agenda item before the current contract expires.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Monday, March 05, 2012 8:31 AM
To: 'Evangelina Garcia'
Subject: RE: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

There is no insurance certificate therefore I cannot approve.

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Thursday, March 01, 2012 4:14 PM
To: 'Stephen L. Crain'
Cc: 'Marynel Trevino'; 'Martha Salazar'
Subject: FW: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

Mr. Crain:
This is the second of the three contracts (multiple award) for your review as to form with the revision as requested.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Wednesday, February 29, 2012 1:22 PM
To: 'Martha Salazar'
Subject: FW: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

Marty:
Attached is the second contract to the Printing Of Supplies project for legal's review as to form with the revisions as requested by legal, in addition, I am also attaching legal's prior comments.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Wednesday, February 22, 2012 8:39 AM
To: 'Evangelina Garcia'
Subject: RE: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

I will be sending revisions to page 2 of the contract. However I cannot approve without an insurance certificate.

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Tuesday, February 21, 2012 4:58 PM
To: 'Stephen L. Crain'
Subject: FW: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

Mr. Crain:
This one too needs to be review as to form.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building

Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Tuesday, February 21, 2012 3:05 PM
To: 'Martha Salazar'
Subject: Contract #C-11-008A-03-06-Copy It Inc. for Printing Services And Related Supplies

Marty:
Attached for legal review as to form is the contract document with Copy It Inc. in connection to the RFB for the Printing Services And Related Supplies. As stated before, the intent for the buyer is to place an agenda item for the approval of award and contract. This project will be a multiple award with three vendors however, I'm sending one contract at a time because of the sized of the document for legal's review. This is the second vendor (contract) that I need legal to review as to form in order to proceed forward.

Marty, this vendor however, selected on the "Insurance Requirement Acknowledgment" form that he will submit his insurances within ten (10) working days after notification from Purchasing Department of bid award. I still need to place this one along with the other two vendors (contracts) for the approval of award/contracts.

Thank you