

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**SERVICE CONTRACT
C-14-068-06-30**

THIS CONTRACT is made and entered into this 30th day of June, 2014 by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Information Management Solutions, LLC a Texas Limited Liability Company** ("Company").

WHEREAS, Company responded to advertised notices for bids for **“Printing & Mailing of 2014 & 2015 Tax Statements, Tax Rolls and Envelopes”** for **Hidalgo County Tax Assessor/Collector** (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of Request for Bid (RFB) Procurement Packet being attached hereto as Exhibit "A" (the “RFB”) and Company’s bid attached hereto as Exhibit "B"(the “Bid Page”), both such exhibits incorporated herein for all purposes the "Bid Page"; 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 agrees that this Contract is entered into in order to provide the Services to **Hidalgo County Tax Assessor/Collector**. This Contract does not extend

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 **Hidalgo County Tax Office or** his 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. The term of the Contract shall be from June 30, 2014 to November 30, 2015 for the printing of the 2014 and 2015 Tax Statements. Upon receipt of data tapes or FTP files from Tax Assessor/Collector for each year, Company shall print and deliver to the Hidalgo County Tax Office the printed Tax Statements within a period of two (2) weeks. However, at the sole discretion of the Hidalgo County Tax Assessor/Collector the two weeks or less timeframe may be extended if delay is caused by the Hidalgo County Tax Office, or for good cause, to be determined by the Hidalgo County Tax Assessor/Collector.

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: Hidalgo County
Attn: County Judge
1615 S. Closner, Suite J
Edinburg, Texas 78539

If to Company: Information Management Solutions, LLC
Attn: Thomas Kelly Dowe
2416 Brockton, Suite 105
San Antonio, Texas 78217

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. This Agreement may be terminated by Hidalgo County without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

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

17. 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).

18. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

WITNESS our hands in duplicate originals this _____ day of _____, 2014.

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 & Rodriguez, L.L.P.

By: _____
Stephen L. Crain

EXHIBIT "A"

Request for Bid (RFB) Procurement Packet

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2014 & 2015 Tax Statements and Envelopes"
BID NO: 2014-068-05-07-MEG

Hidalgo County Tax Assessor/Collector's office is currently soliciting to contract a qualified vendor that meets and/or exceeds all specification/requirements, terms and conditions for ***"Printing and Mailing of 2014 & 2015 Tax Statements - and Envelopes"*** on the following items:

Item I: -----Approximately 350,000 1-Part Laser Printed Tax Statements

Item II: -----Folding, Inserting, Presorting, & Mailing of Tax Statements, (Item I).

Item III: -----Envelopes required for mailing, (Item I).

All bids must be in writing, the original signed in **blue ink** and mailed or delivered to: Martha L. Salazar, Hidalgo County Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78540. Only Bids that include the three (3) items will be considered. Bids should be in a cost per piece format based on the number of items listed above.

ITEM I. TAX STATEMENT

- 1) Size: 8 1/2" x 14" printed on two-sides. (3 inches from bottom is the perforation)
- 2) Perforated for return payment stub (horizontal).
- 3) Laser printed Tax Statements on 20 lb. **2014 Tax Statements**, **must** be printed on **light green** color paper, in black ink and for the laser printed **2015 Tax Statements** on 20lb, **must** be printed on **light canary** color paper in black ink.
- 4) Statement must be designed for the collection of taxes printed on two-sides for multiple entities.
- 5) Statement must be designed to be mailed in a special window envelope designed by the Tax Office.
- 6) Printing on statement must conform to all U.S. Postal Service regulations for Automation Mailing Discounts.
- 7) Provide (Delivery Point Barcode) on Statement Address to comply with U.S. Postal Service regulations.
- 8) All tax information for the statements must be extracted from removable storage media provided by Hidalgo County, **External HD, DVD's or FTP site**.
- 9) Print selected information in **Delivery Bar Code/OCR** in compliance with Tax Office and ACT, (Automated Collections Technology, Inc.) software requirements.
- 10) Print selected messages in English and Spanish.
- 11) Printed in zip code order and alphabetical order within the zip code.
- 12) Need PDF files of statements broken down by 4GB DVD's. The PDF files need to be full text searchable and the file name to be the account number. (i.e. A1000-00-000-0000-00. pdf)

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2014 & 2015 Tax Statements and Envelopes"
BID NO: 2014-068-05-07-MEG

ITEM- II. FOLDING, INSERTING, SORTING, AND MAILING TAX STATEMENT

- 1) Statements must be folded and inserted into a special window envelope, so that name and address and Delivery Point Barcode are visible and in compliance with U. S. Postal Service specifications for automated processing.
- 2) Statement(s) and a #9 return envelope will be inserted into a #10 special window envelope.
- 3) Statements must be sorted and packaged in a manner that will minimize the cost of mailing. Sort statements in singles, doubles, triples or more to take advantage of Post Office discounts. All statements with the same owner and address must be consolidated and mailed in a single envelope or package. Mail must be pre-sorted in a manner to take advantage of all discounts offered by the U.S. Postal Service.

ITEM III. ENVELOPES REQUIRED FOR MAILING ON (ITEM I)

- 1) Return Envelopes #9. (Approximately 220,000) (sample enclosed)
- 2) Special Window Envelopes #10- Permit 44 (Approximately 285,000) (sample enclosed)
- 3) Brown Kraft Wove Booklet Envelopes #28. (Approximately 3,000) (sample enclosed)
- 4) White Wove Window Booklet Envelopes #28. (Approximately 2,500) (sample enclosed)

PRINTING INSTRUCTIONS:

TAX STATEMENTS		File	Printed Copies	PDF Image Copy
1)	Non Mortgage accounts (Zip, Alpha)	1	1	1
2)	Mortgage accounts (Mort, X-Ref) Tax Office	1	1	1

To Be Mailed by Tax Office (Approx. 30,000 Mortgage Accounts)

Upon completion of above mentioned processes, Tax Office personnel will inspect the statements (original samples) and with authorization from the current elected **Hidalgo County Tax Assessor-Collector**, must be obtained in order to release the statements for mailing.

SPECIFICATIONS/REQUIREMENTS,

- 1) The awarded vendor(s) must provide samples of (the actual perforated original sample) proposed items for approval prior to printing and mailing.
- 2) Bid amount must include materials, conversion of data, delivery and all other related costs.
- 3) **Postage** will be the responsibility of Hidalgo County Tax Office (Permit No. 44, Edinburg Texas Post Office).
- 4) Samples of the Tax Statement, Return Envelope, and the Window Envelopes are provided for your



Hidalgo County Purchasing Office
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 292-7612

April 14, 2014

Bidder's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE**
Request for Bids -"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls
& Envelopes"
Bid No: 2014-068-05-07-MEG

Dear Prospective Bidders:

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

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

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/meg

Enclosures



Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 292-7612

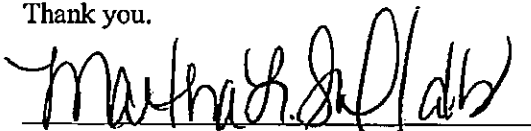
REQUEST FOR BID (RFB)
TABLE OF CONTENTS

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE
"PRINTING AND MAILING OF 2014 & 2015 TAX STATEMENTS -TAX ROLLS &
ENVELOPES"
Bid No: 2014-068-05-07-MEG

Item	Description	No. of Pages
1.	Request for Bids Letter	1
2.	Request for Bids, Legal Notice	8
3.	Exhibit A, 2014 & 2015 Specifications/Requirements	4
4.	Exhibit B, Bid Page	2
5.	Exhibit C, Insurance Requirements,	4
6.	Exhibit D, CIQ Conflict of Interest Questionnaire	1
7.	Vendor/Bidder Application and W-9 form	6
8.	Certification Regarding Debarment	1
9.	Draft Contract	8
10.	Samples --Return Envelope & Window Envelopes	8

The above mentioned items shall be found in the Request for Bids (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 or by U.S. Mail.

Thank you.



Martha L. Salazar, CPPB, Purchasing Agent

April 14, 2014
Date

Bid No: 2014-068-05-07-MEG

Buyer II: Elena Gomez

Tel. No: (956) 318-2626

REQUEST FOR BIDS

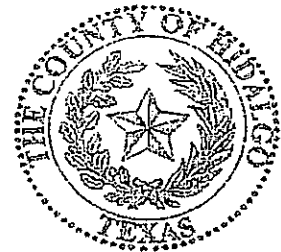
HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE

*“Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls
and Envelopes”*

BID OPENING DATE: May 07, 2014

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Business Highway 281 - New Administration Building
Edinburg, Texas 78539



956 318-2626

Form HCPD-03

1. Sealed bids will be received for **"HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE-"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"** 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: **"BID-2014-068-05-07-MEG HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE-"Printing and Mailing of 2014 & 2015 Tax Statements - Tax Rolls and Envelopes"** in County's Purchasing Department, 2802 S. Business Hwy 281, New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., Wednesday MAY 07, 2014.**

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 REQUEST FOR BIDS-2014-068-05-07-MEG-HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE-"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"

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

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."
4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.
5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.

15. **DELIVERY INSTRUCTIONS:**

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

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
 - a) Name and address of successful bidder
 - b) Name and address of receiving department or official
 - c) Purchase Order Number and Contract Number (if any)
 - d) Notation "**HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE-
"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and**

Envelopes” Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

Hidalgo County Auditor’s Office
Ray Eufrazio, County Auditor
2808 S. Business Hwy. 281
Edinburg, Texas 78539

17. **SCHEDULE OF EVENTS**

Bid Opening, 9:30 AM	<u>MAY 07, 2014</u>
Award of Contract	_____ 2014
Commence Work or Deliver Products	_____, 2014

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 thereunder, 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 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 to 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 TAX ASSESSOR/COLLECTOR OFFICE
“Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes”

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Business Hwy 281 – New Administration Building
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,

LA

Bidder: _____
Address: _____
By: _____
Printed Name: _____
Title: _____

EXHIBIT "A"
SPECIFICATIONS/REQUIRMENTS
HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
OFFICE

*"Printing and Mailing of 2014 & 2015 Tax Statements -
Tax Rolls and Envelopes"*

RFB:, 2014-068-05-07-MEG

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"
BID NO: 2014-068-05-07-MEG

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Item II: -----Folding, Inserting, Presorting, & Mailing of Tax Statements, (Item I).

Item III: -----Envelopes required for mailing, (Item I).

All bids must be in writing, the original signed in blue ink and mailed or delivered to: Martha L. Salazar, Hidalgo County Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78540. Only Bids that include the three (3) items will be considered. Bids should be in a cost per piece format based on the number of items listed above.

ITEM I. TAX STATEMENT

- 1) Size: 8 1/2" x 14" printed on two-sides. (3 inches from bottom is the perforation)
- 2) Perforated for return payment stub (horizontal).
- 3) Laser printed Tax Statements on 20 lb. 2014 Tax Statements, **must** be printed on light green color paper, in black ink and for the laser printed 2015 Tax Statements on 20lb, **must** be printed on light canary color paper in black ink.
- 4) Statement must be designed for the collection of taxes printed on two-sides for multiple entities.
- 5) Statement must be designed to be mailed in a special window envelope designed by the Tax Office.
- 6) Printing on statement must conform to all U.S. Postal Service regulations for Automation Mailing Discounts.
- 7) Provide (Delivery Point Barcode) on Statement Address to comply with U.S. Postal Service regulations.
- 8) All tax information for the statements must be extracted from removable storage media provided by Hidalgo County, **External HD, DVD's or FTP site.**
- 9) Print selected information in **Delivery Bar Code/OCR** in compliance with Tax Office and ACT, (Automated Collections Technology, Inc.) software requirements.
- 10) Print selected messages in English and Spanish.
- 11) Printed in zip code order and alphabetical order within the zip code.
- 12) Need PDF files of statements broken down by 4GB DVD's. The PDF files need to be full text searchable and the file name to be the account number. (i.e. A1000-00-000-0000-00. pdf)

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"
BID NO: 2014-068-05-07-MEG

ITEM- II. FOLDING, INSERTING, SORTING, AND MAILING TAX STATEMENT

- 1) Statements must be folded and inserted into a special window envelope, so that name and address and Delivery Point Barcode are visible and in compliance with U. S. Postal Service specifications for automated processing.
- 2) Statement(s) and a #9 return envelope will be inserted into a #10 special window envelope.
- 3) Statements must be sorted and packaged in a manner that will minimize the cost of mailing. Sort statements in singles, doubles, triples or more to take advantage of Post Office discounts. All statements with the same owner and address must be consolidated and mailed in a single envelope or package. Mail must be pre-sorted in a manner to take advantage of all discounts offered by the U.S. Postal Service.

ITEM III. ENVELOPES REQUIRED FOR MAILING ON (ITEM I)

- 1) Return Envelopes #9. (Approximately 220,000) (sample enclosed)
- 2) Special Window Envelopes #10- Permit 44 (Approximately 285,000) (sample enclosed)
- 3) Brown Kraft Wove Booklet Envelopes #28. (Approximately 3,000) (sample enclosed)
- 4) White Wove Window Booklet Envelopes #28. (Approximately 2,500) (sample enclosed)

PRINTING INSTRUCTIONS:

TAX STATEMENTS		File	Printed Copies	PDF Image Copy
1)	Non Mortgage accounts (Zip, Alpha)	1	1	1
2)	Mortgage accounts (Mort, X-Ref) Tax Office	1	1	1

To Be Mailed by Tax Office (Approx. 30,000 Mortgage Accounts)

Upon completion of above mentioned processes, Tax Office personnel will inspect the statements (original samples) and with authorization from the current elected **Hidalgo County Tax Assessor-Collector**, must be obtained in order to release the statements for mailing. Tax Rolls will be delivered to 2804 S. US Hwy. 281, Edinburg, Texas.

SPECIFICATIONS/REQUIREMENTS.

- 1) The awarded vendor(s) must provide samples of (the actual perforated original sample) proposed items for approval prior to printing and mailing.
- 2) Bid amount must include materials, conversion of data, delivery and all other related costs.
- 3) **Postage** will be the responsibility of Hidalgo County Tax Office (Permit No. 44, Edinburg Texas Post Office).

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"
BID NO: 2014-068-05-07-MEG

- 4) Samples of the Tax Statement, Tax Roll, Return Envelope, and the Window Envelopes are provided for your review at the pre-bid conference.
- 5) Vendor(s) agrees that to the extent an item is unavailable from Vendor(s) own inventory, vendor(s) will be responsible for locating an alternative supplier and for providing the product to County for the bid price.
- 6) Bidder(s) commitment to print and deliver mail out of **2014 Tax Statement**, no later than **November 1, 2014**. For **2015 Tax Statements**, no later than **November 1, 2015**.
- 7) In the event, the final printed statements do not meet the specifications of the final accepted proof by Hidalgo County Tax Office representative, the awarded vendor will be responsible for any additional fees which may have been incurred by Hidalgo County.
- 8) Vendor must provide at least two (2) references with other governmental clients located in the State of Texas such as; cities, counties, etc.
- 9) Vendor shall have at least one (1) office located in the State of Texas.
- 10) A Performance bond in the full amount of the quoted amount will be required from the firm that is awarded the contract to guarantee compliance as to specifications and delivery date.
- 11) Close communication with the Tax office is very important and must be kept throughout the term of contract. At least 5 months prior to the commencement of the 2014 Tax Statements, Tax Rolls and Envelopes, Contact must be made with Ferny Cantu or Mary Garcia at the Tax office, whether by telephone (956) 318-2157, via -E-mail or by meeting, in order to review and follow up on the Specifications for the Tax Statements for 2014.

TERMS AND CONDITIONS

1. **Term of this Contract will be for two (2) years with option to extend the contract for additional one (1) year term under the same rates, terms and conditions.** Each year shall be for two weeks or less turnaround from the date of receipt of HD or FTP Text files. However, it may **be extended if delay is caused by the Hidalgo County Tax Office or for good cause, to be determined by Hidalgo County Tax Assessor-Collector.**
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 reserves the right to hold the bids for a period of (90) ninety days without taking action.
4. 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

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"
BID NO: 2014-068-05-07-MEG

- c) Terminated by County with thirty (30) days written notice prior to be cancelled.
5. Hidalgo County reserves the right to award to MULTIPLE vendors if the County determines it is in its best interest to do so.
 6. Hidalgo County may seek purchases/service from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.
 7. 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.
 8. Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit "C" for limits).
 9. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
 10. All costs and expenses associated with the preparation and submission of (bid, proposals, statement of qualifications (RFQ) and quotes) shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

PRE-BID CONFERENCE: will be held on **Wednesday April 23, 2014 at 2:00 P.M.,** at the Hidalgo County Purchasing Department (Conference Room) samples will be provided, at 2802 S. Business Hwy. 281 –New Administration Bldg., Edinburg, Texas. We encourage all interested vendor(s) to attend.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Hwy. 281, Edinburg, TX. 78539

ALL WRITTEN INQUIRIES WILL BE ACCEPTED via facsimile (956)292-7612 or via e-mail elena.gomez@co.hidalgo.tx.us by no LATER THAN, MONDAY APRIL 28, 2014, by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than THURSDAY MAY 01, 2014 by 5:00 p.m. Telephone Inquiries WILL NOT be accepted.

EXHIBIT “B”

BID PAGE

**HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
OFFICE**

*“Printing and Mailing of 2014 & 2015 Tax Statements -
Tax Rolls and Envelopes”*

RFB:, 2014-068-05-07-MEG

EXHIBIT "B"

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE

"Printing and Mailing of 2014 & 2015 Tax Statements- Tax Rolls and Envelopes"

BID No. 2014-068-05-07-MEG

The quantities stated are the estimates of Hidalgo County. They represent a realistic estimate based on past consumption for purposes of securing a bid price. The quantities are not firm and are not hereby ordered or called for. No under-runs allowed and over runs will be at no charge to the County.

DESCRIPTION OF SERVICES TO BE PERFORMED ON AS NEEDED BASIS		ESTIMATED ANNUAL QUANTITY	PRICE	
			2014	2015
<i>NIGP Commodity Code: 966-76 (Print on Demand Svcs-include printing and distribute Svcs)</i>				
ITEM- I	1-Part Laser Printed Tax Statements (201b) <i>(2014 - Light Green - 2015 -Canary Yellow)</i>	350,000	\$	\$
ITEM-II	Folding, Inserting, Presorting and Mailing of Tax Statements, (Item I) to Edinburg, Texas Post Office		\$	\$
<i>NIGP Commodity Code: 966-31 (Envelope Printing)</i>				
ITEM- III	1) Return Envelopes #9	220,000	\$	\$
	2) Special Window Envelopes #10 - Permit #44	285,000	\$	\$
	3) Brown Kraft Wove Booklet Envelopes #28	3,000	\$	\$
	4) White Wove Window Booklet Envelopes #28	2,500	\$	\$
Shipping and Freight			\$	\$
**Any other additional charges			\$	\$
TOTAL BID PRICE			\$	

****Please provide an explanation of additional charges that may be incurred:**

2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014.

YES	
NO	

2015-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2015.

YES	
NO	

EXHIBIT "B"

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE

"Printing and Mailing of 2014 & 2015 Tax Statements- Tax Rolls and Envelopes"

BID No. 2014-068-05-07-MEG

BIDDER'S INFORMATION:

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

BIDDER/COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP CODE:

PHONE & FAX NO'S:

CELLULAR NO:

E-MAIL ADDRESS:

AUTHORIZED SIGNATURE:

PRINTED NAME:

TITLE

EXHIBIT “C”

INSURANCE REQUIREMENTS

**HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
OFFICE**

***“Printing and Mailing of 2014 & 2015 Tax Statements -
Tax Rolls and Envelopes”***

RFB:, 2014-068-05-07-MEG

EXHIBIT "C"

Insurance Requirements

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 plaior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand (\$500,000.00) arising out of the services provided to County hereunder.
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

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

Revised 10/01/08

ACORD **CERTIFICATE OF INSURANCE** DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED	
INSURERS AFFORDING COVERAGE	
	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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

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

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____	CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 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

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 Commissioner's 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 Commissioner's Court; currently carry the following:
Automobile Liability: \$ _____ General Liability: \$ _____
- have already been met, see attached copy of insurance certificate.

Authorized Representative

Date

Notice to Bidder:

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

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

THIS FORM MUST ACCOMPANY BID PACKET

**PROJECT REQUIREMENTS
ACKNOWLEDGMENT**

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

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

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

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

Authorized Signature

Date

Company

Address

City, State, Zip

EXHIBIT “D”

CIQ FORM

**HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
OFFICE**

***“Printing and Mailing of 2014 & 2015 Tax Statements -
Tax Rolls and Envelopes”***

RFB:, 2014-068-05-07-MEG

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>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.</p>	OFFICE USE ONLY Date Received	
1	Name of person who has a business relationship with local governmental entity.	
2	<input type="checkbox"/> 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	<p>Name of local government officer with whom filer has employment or business relationship.</p> <p>_____</p> <p>Name of Officer</p> <p>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.</p> <p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section</p>	
4	<p>_____</p> <p>Signature of person doing business with the governmental entity</p> <p>_____</p> <p>Date</p>	

Adopted 05/29/2007

(Copy of receipt and this form must be submitted with bid)

BIDDER/VENDOR APPLICATION AND W-9

**HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
OFFICE**

*“Printing and Mailing of 2014 & 2015 Tax Statements -
Tax Rolls and Envelopes”*

RFB:, 2014-068-05-07-MEG

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/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
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 the "Name" line 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 <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																			
Social security number																					
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																			
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. citizen or other U.S. person (defined below).	
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 ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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.

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. 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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 payee 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 a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt 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 3 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 for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

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/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

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/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity 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.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(c)(3), 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 following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

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

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, 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-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, 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.ssa.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 Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting 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. Entering "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 item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 ⁴
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

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 "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the 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 for partnerships* on page 1.

*Note. Grantor also must provide a Form W-8 to trustee of trust.

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.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and 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. Under section 3405, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

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: _____

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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: _____

a

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: _____

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**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 indicted 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 certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

SAMPLES

**HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
OFFICE**

*“Printing and Mailing of 2014 & 2015 Tax Statements -
Tax Rolls and Envelopes”*

RFB:, 2014-068-05-07-MEG

2013 CONSOLIDATED PROPERTY TAX STATEMENT

TAXES ARE DUE UPON RECEIPT. TAXES WILL BECOME DELINQUENT ON FEBRUARY 1, 2014
PENALTY AND INTEREST WILL BE ADDED MONTHLY BEGINNING FEBRUARY 1, 2014



The jurisdictions listed below have consolidated their tax collections for 2013. Please refer questions to the Hidalgo County Tax Office by telephone at (956) 318-2157 or by mail at PO Box 178, Edinburg, Texas 78540-0178
PABLO (PAUL) VILLARREAL JR., RTA, Tax Assessor/Collector, Hidalgo County, Texas

ACCOUNT NUMBER: [REDACTED]	LOAN #	FIDO #
DATE OF NOTICE: [REDACTED]		LEGAL DESCRIPTION:
HCAD Number: [REDACTED]		PROPERTY TAX STATEMENT
OWNER NAME AND ADDRESS: [REDACTED]		

APPRaisal ASSESSMENT AND EXEMPTIONS	Property Class	Land	AG/Other	Improvement	Personal Property And Miscels	Total Appraised Value	100% Assessed Value	Exemptions
	Qualifying	\$37,960		\$20,069		\$58,029	\$58,029	Disabit
	Non-Qualifying							Homestead
TOTAL		\$37,960		\$20,069		\$58,029	\$58,029	

Tax Unit	UDI	HS Cap Value	Exemption Codes	Exempt Amount	Taxable Value	Tax Rate Per \$100	FRZ Flag	Tax Levy	Total Amount Due If Paid in Month-Year
1	0		DRH,HOM	\$0	\$58,029	.99000000	FRZ	\$342.37	Oct-2013 +00% \$980.33
2	0		DRH,HOM	\$0	\$58,029	.09570000		\$55.53	Nov-2013 +00% \$980.33
4	0		DRH,HOM	\$0	\$58,029	.03610000		\$20.95	Dec-2013 +00% \$980.33
45	0		DRH,HOM	\$25,000	\$33,029	1.35000000	FRZ	\$445.89	Jan-2014 +00% \$980.33
54	0		DRH,HOM	\$0	\$58,029	.04920000		\$28.55	Feb-2014 +07% \$1,048.96
55	0		DRH,HOM	\$0	\$58,029	.15000000	FRZ	\$87.04	Mar-2014 +09% \$1,068.56
									Apr-2014 +11% \$1,088.16
									May-2014 +13% \$1,107.78
									Jun-2014 +15% \$1,127.38

Total Tax Due by January 31, 2014 is \$980.33 **ISD Rate: 2012 M&O 1.0400000 L&S .310000000 TOTAL 1.3500000**
Prior Year Taxes Due on November 1, 2013: \$1,194.51 **ISD Rate: 2013 M&O 1.0400000 L&S .310000000 TOTAL 1.3500000**

- Please examine the assessed value and exemptions granted on this bill. If you believe there is an error in the value or exemptions, you may contact the Hidalgo County Appraisal District at (956) 381-8466
- If these taxes should be paid by your mortgage company, please forward this bill to them for payment.
- Please visit our website to pay online or to inquire on your property information at www.hidalgocountytax.org
- Pursuant to Sec 33.11, Texas Property Tax Code, all personal property delinquent on April 1 may be subject to an additional early penalty

JURISDICTIONS:	
1 HIDALGO CO	45 EDINBURG
45 MONTREAL ISD	53 EDINBURG

EXEMPTIONS:
DRH DISABED HOM HOMESTEAD

5 YEAR HISTORY: (As per section 31.01(e-11) of the Texas Property Tax Code) NOTE: Blanks means no data is available.

YEAR	1	2	3	4	5	6	7
2013	APPRaised \$58,029	\$58,029	\$58,029	\$58,029	\$58,029	\$58,029	\$58,029
5a Yr	% DIFF 157.81	157.81	157.82	157.82	157.82	157.82	157.82
5a Yr	TAX VALUE \$58,029	\$58,029	\$58,029	\$58,029	\$58,029	\$58,029	\$58,029
5a Yr	% DIFF 157.81	157.82	157.82	157.82	157.82	157.82	157.82
5a Yr	TAX RATE .99000000	.09570000	.03610000	1.35000000	.04920000	.15000000	
5a Yr	% DIFF .00000000	.09570000	.03610000	1.35000000	.04920000	.15000000	
5a Yr	LEVY \$342.37	\$55.53	\$20.95	\$445.89	\$28.55	\$87.04	
5a Yr	% DIFF 157.81	251.46	219.85	39.36	56.96	157.04	
2012	TAX VALUE \$58,490	\$58,490	\$58,490	\$58,490	\$58,490	\$58,490	\$58,490
	TAX RATE .99000000	.07300000	.01610000	1.35000000	.04920000	.15000000	
	LEVY \$343.09	\$43.67	\$21.11	\$458.12	\$28.78	\$85.14	
	% DIFF 1.79	74.88	-7.6	-1.26	-1.26	-1.26	
2011	TAX VALUE \$37,960	\$37,960	\$37,960	\$37,960	\$37,960	\$37,960	\$37,960
	TAX RATE .99000000	.07130000	.01360000	1.35000000	.04920000	.15000000	
	LEVY \$221.96	\$27.82	\$12.75	\$512.46	\$18.88	\$37.21	
	% DIFF .00	1.09	7.96	.00	.00	.67	
2010	TAX VALUE \$37,960	\$37,960	\$37,960	\$37,960	\$37,960	\$37,960	\$37,960
	TAX RATE .99000000	.07250000	.01100000	1.35000000	.04920000	.14970000	
	LEVY \$221.96	\$21.53	\$11.81	\$512.46	\$18.68	\$36.83	
	% DIFF .00	.00	9.55	18.66	.00	.41	
2009	TAX VALUE \$37,960	\$37,960	\$37,960	\$37,960	\$37,960	\$37,960	\$37,960
	TAX RATE .99000000	.07250000	.02800000	1.22000000	.04920000	.14910000	
	LEVY \$221.96	\$21.52	\$18.78	\$463.11	\$18.68	\$36.80	
	% DIFF 64.13	74.19	64.58	65.41	68.14	67.36	
2008	TAX VALUE \$22,578	\$22,578	\$22,578	\$22,578	\$22,578	\$22,578	\$22,578
	TAX RATE .99000000	.07000000	.02000000	1.24000000	.04920000	.14980000	
	LEVY \$113.11	\$15.80	\$6.55	\$778.97	\$11.11	\$33.82	

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT CHECK HERE FOR CHANGE OF ADDRESS CHANGE OF ADDRESS FORM ON BACK

October 2013	November 2013	December 2013	January 2014	Account Number:
\$980.33	\$980.33	\$980.33	\$980.33	[REDACTED]
February 2014	March 2014	HCAD Number:	AMOUNT PAID:	
\$1,048.96	\$1,068.56	[REDACTED]	[REDACTED]	

PAY TO:
PABLO (PAUL) VILLARREAL JR., RTA
HIDALGO COUNTY TEXAS
PO BOX 2287
EDINBURG TX 78502-2287



00001567530000076033

BACK SIDE

This is your 2013 Hidalgo County Consolidated Tax Statement. Please return the bottom portion along with your check or money order for the amount due in the enclosed pre-addressed envelope. You may pay in person at the following locations: Hidalgo County Tax Office located at 2804 S. US Hwy 281, in Edinburg, Texas, Telephone (956) 318-2157; 1902 Joe Stephens Ste. 201, (Precinct #1 Complex Bldg.), Weslaco, Texas, Telephone (956) 973-7825; 509 E. Earling Rd., (Precinct #2 Community Resource Center), San Juan, Texas, Telephone (956) 283-1773; 722 N. Breyfogle, Ste. 104, (Precinct #3 Complex Bldg.), Mission, Texas, telephone (956) 205-7050; 300 W. Hall Acres Rd., Suite C (Precinct #2 Administration Complex Building) Pharr, Texas, Telephone (956) 784-3560 and 1429 S. Tower Rd., (Precinct #2 Multi-purpose Center) Alamo, Texas, Telephone (956) 784-8688. You may also pay through January 31, 2014 at the Lone Star National Bank locations listed below. Your 2013 Tax Statement will be required when paying at any of the bank locations. If you mail your payment, your canceled check or money order will be your receipt. If you need a tax office receipt, please send a self-addressed stamped envelope with your payment. To avoid paying penalty and interest, please pay by January 31, 2014. If you no longer own this property, please return statement to our office with name and address of new owner, if possible. **PAYMENT MUST BE MADE IN U.S. CURRENCY.** Questions regarding property valuation and all exemptions should be directed to the Hidalgo County Appraisal District at (956) 381-8468, (956) 565-2461 or P.O. Box 208, Edinburg, Texas 78540-0208. Hidalgo County Tax Office Website: WWW.HIDALGOCOUNTYTAX.ORG

IMPORTANT NOTICE

YOU MAY NOW PAY YOUR 2013 HIDALGO COUNTY, WRSG, DONNA I.S.D., EDCOUCH-ELSA I.S.D., EDINBURG C.I.S.D., HIDALGO I.S.D., LA JOYA I.S.D., LA VILLA I.S.D., MCALLEN I.S.D., MERCEDES I.S.D., MISSION C.I.S.D., MONTE ALTO I.S.D., PROGRESO I.S.D., PSJA I.S.D., SHARYLAND I.S.D., VALLEY VIEW I.S.D., WESLACO I.S.D., CITY OF ALTON, CITY OF EDCOUCH, CITY OF EDINBURG, CITY OF ELSA, CITY OF GRANJENO, CITY OF HIDALGO, CITY OF LA JOYA, CITY OF LA VILLA, CITY OF MERCEDES, CITY OF MISSION, CITY OF PALMVIEW, CITY OF PENITAS, CITY OF PHARR, CITY OF PROGRESO, CITY OF SAN JUAN, CITY OF SULLIVAN CITY, CITY OF WESLACO, SOUTH TEXAS I.S.D. AND SOUTH TEXAS COLLEGE TAXES IN PERSON AT THE FOLLOWING LONE STAR NATIONAL BANK LOCATIONS:

206 W Ferguson Pharr, TX	200 Linberg McAllen, TX	5515 N 10 th ST McAllen, TX	117 S 10 th Ave Edinburg, TX	800 N Main St Ste 600 McAllen, TX
1201 S Cege Blvd Pharr, TX	214 S Texas Blvd Weslaco, TX	1300 E Ridge RD McAllen, TX	720 E Veterans Blvd Palmview, TX	
633 S International Blvd Hidalgo, TX	620 W Expressway 83 Weslaco, TX	5537 N McCall McAllen, TX	600 E Nolana Ave McAllen, TX	
2108 S 10 th McAllen, TX	118 S Cage Blvd Pharr, TX	2003 E Griffin Pkwy Mission, TX	1100 S Bryan RD Mission, TX	

Bank Lobby Hours: Mon-Thur 9:00 AM to 4:00 PM, Fri 9:00 AM to 6:00 PM, Sat 9:00 AM to 12:00 PM, Drive Thru: Mon-Fri 7:30 AM to 6:30 PM, Sat 8:00AM to 1:00PM

Esta es su cuenta consolidada de impuestos del condado de Hidalgo para el año 2013. Por favor regrese la porcion de abajo con su cheque o giro postal por la cantidad que aparece en la cuenta. Si no utiliza el correo puede pagar personalmente en la oficina del Asesor y Recaudador de impuestos del condado de Hidalgo en las oficinas de impuestos situada en: 2804 S. US Hwy 281, Edinburg, Texas Telefono (956) 318-2157 o 1902 Joe Stephens Ste 201, (Precinct #1 Complex Bldg.), Weslaco, Texas, Telefono (956) 973-7825, 509 E. Earling Rd., (Precinct #2 Community Resource Center), San Juan, Texas, Telefono (956) 283-1773, o 722 N. Breyfogle, Ste. 104, (Precinct #3 Complex Bldg.), Mission, Texas, telefono (956) 205-7050 o 300 W. Hall Acres Rd. Ste C (Precinct #2 Administration Complex Building) Pharr Texas, Telefono (956)784-3560 o 1429 S. Tower Rd. (Precinct #2 Multi-purpose Center) Alamo, Texas, Telefono (956)784-8688. Tambien en cualquier oficina del Lone Star National Bank hasta el ultimo dia de Enero 31, 2014 en las localidades que aparecen arriba. Si paga en el banco, se le requiere su estado de cuenta. Si envia su pago por correo, su cheque cancelado o comprobante de giro postal sera su recibo. Si desea un recibo de impuestos, favor de incluir un sobre con sello postal mas su direccion, y se le regresara a vuelta de correo. Evitese pagar recargos de impuestos pagando sus impuestos antes del 31, de Enero de 2014. **PAGO DEBERA HACERSE EN MONEDA AMERICANA.** Cualquier pregunta respecto a valuacion y exenciones de propiedad se deba comunicar directamente a Hidalgo County Appraisal District, Telefono (956) 381-8468, (956)565-2461 o al P.O. Box 208, Edinburg, Texas 78540-0208. Hidalgo County Tax Office, Internet Web Site: WWW.HIDALGOCOUNTYTAX.ORG

NOTICIA IMPORTANTE

USTED PUEDE PAGAR LOS IMPUESTOS DE LA OFICINA DEL CONDADO DE HIDALGO, WRSG, Y LOS DISTRITOS ESCOLARES DE DONNA, EDCOUCH-ELSA, EDINBURG, HIDALGO, LA JOYA, LA VILLA, MCALLEN, MERCEDES, MISSION, MONTE ALTO, PROGRESO, PSJA, SHARYLAND, SOUTH TEXAS, VALLEY VIEW, WESLACO Y LAS CIUDADES DE ALTON, EDCOUCH, EDINBURG, ELSA, GRANJENO, LA JOYA, LA VILLA, MERCEDES, MISSION, PALMVIEW, PENITAS, PHARR, PROGRESO, SAN JUAN, SULLIVAN CITY Y, WESLACO Y SOUTH TEXAS COLLEGE EN EL BANCO LONE STAR NATIONAL BANK EN PERSONA EN LAS LOCALIDADES QUE APARECEN ARRIBA.

NOW ACCEPTING



CREDIT CARDS

*****PROCESSING FEE: \$2.50 PER HUNDRED DOLLARS*****

BACK SIDE

**HIDALGO COUNTY APPRAISAL DISTRICT
CORRECTION FORM
(Address only)**

DATE: _____

PIDN

CURRENT

PREVIOUS

NAME: _____

C/O: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP _____ (USE ZIP +4)

CHANGE REQUESTED BY: _____ SIGNATURE _____ PRINT NAME _____



Postage
Required
Post Office will
not deliver
without proper
postage.

#1

**RETURN ENVELOPE #9
FRONT SIDE**

PABLO (PAUL) VILLARREAL JR., RTA
TAX ASSESSOR/COLLECTOR
HIDALGO COUNTY TEXAS
P O BOX 2287
MCALLEN, TEXAS 78502-2287



USE THIS ENVELOPE FOR FORWARDING PAYMENTS ONLY

- ALL CORRESPONDENCE SHOULD BE DIRECTED TO PABLO (PAUL) VILLARREAL JR., RTA
- TAX ASSESSOR/COLLECTOR PO BOX 178, EDINBURG TX 78540-0178

#1

**RETURN ENVELOPE #9
BACK SIDE**

- FOR YOUR PROTECTION AND BETTER SERVICE PLEASE,
- MAKE CHECKS PAYABLE TO PABLO (PAUL) VILLARREAL JR., RTA TAX ASSESSOR/COLLECTOR
 - INDICATE PROPERTY I.D. NUMBER ON YOUR CHECK
 - ENCLOSE STATEMENT WITH PAYMENT (PLEASE DO NOT STAPLE OR TAPE)
 - FOR RECEIPT ENCLOSE SELF-ADDRESSED STAMPED ENVELOPE

**PABLO (PAUL) VILLARREAL JR RTA
TAX ASSESSOR/COLLECTOR
HIDALGO COUNTY TEXAS
P O BOX 178
EDINBURG, TEXAS 78540-0178**



ADDRESS SERVICE REQUESTED

**PRESORT
FIRST-CLASS MAIL
U.S. POSTAGE PAID
EDINBURG TX 78540
PERMIT NO 44**

**#2 SPECIAL WINDOW
ENVELOPE #10 -
PERMIT #44**

PABLO (PAUL) VILLARREAL JR., RTA

TAX ASSESSOR/COLLECTOR

HIDALGO COUNTY, TEXAS

PO BOX 178

EDINBURG, TEXAS 78540-0178

ADDRESS SERVICE REQUESTED

**#4 WHITE WOVE
WINDOW BOOKET
ENVELOPE # 28**

#28

#3 BROWN KRAFT
WOVE BOOKLET
ENVELOPE #28

15 1/2 x 12

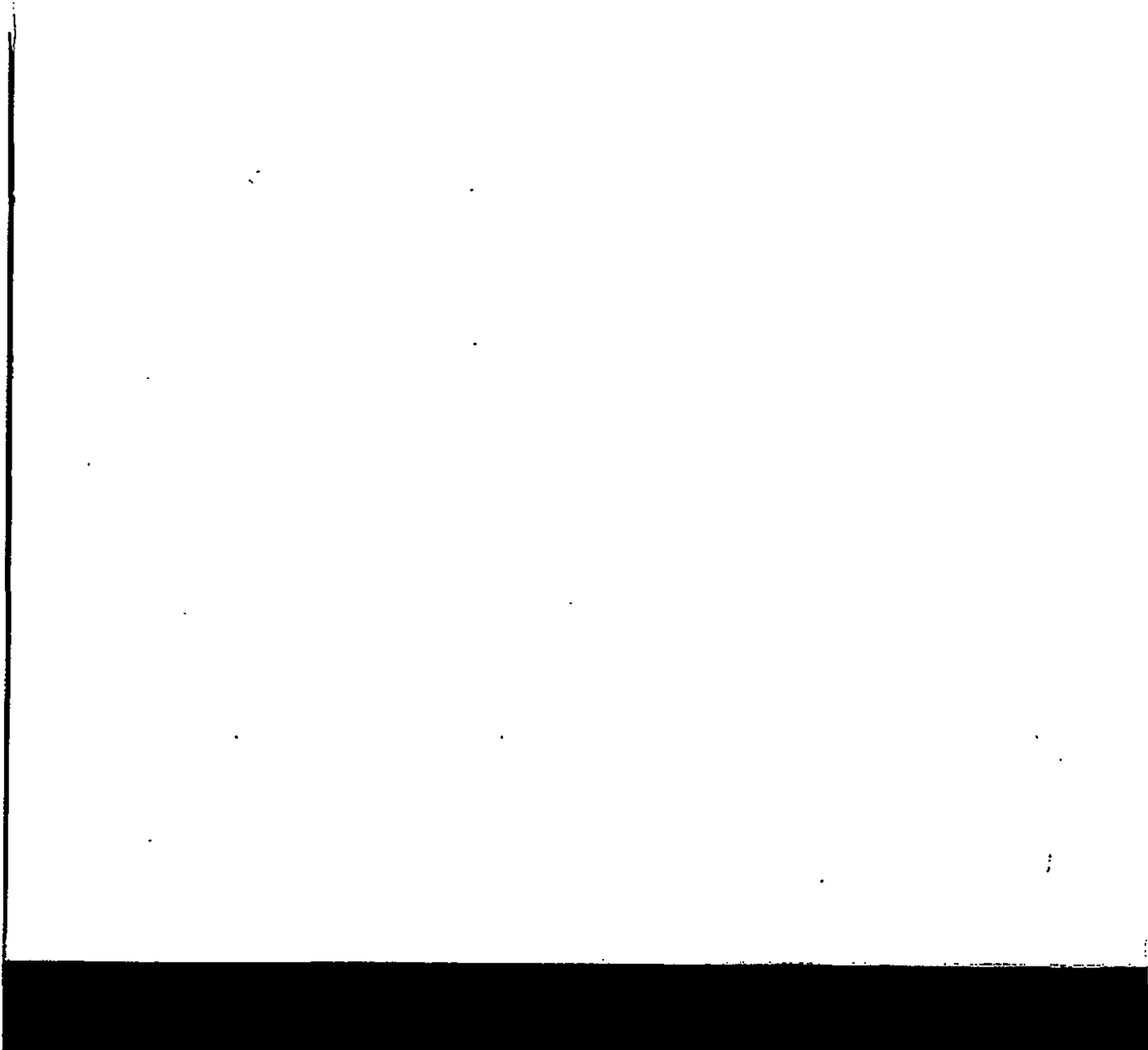


EXHIBIT "B"

BID PAGE

EXHIBIT "B"

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE
 "Printing and Mailing of 2014 & 2015 Tax Statements- Tax Rolls and Envelopes"
 BID No. 2014-068-05-07-MEG

The quantities stated are the estimates of Hidalgo County. They represent a realistic estimate based on past consumption for purposes of securing a bid price. The quantities are not firm and are not hereby ordered or called for. No under-runs allowed and over runs will be at no charge to the County.

DESCRIPTION OF SERVICES TO BE PERFORMED ON AS NEEDED BASIS		ESTIMATED ANNUAL QUANTITY	PRICE	
			2014	2015
<i>NIGP Commodity Code: 966-76 (Print on Demand Svcs-include printing and distribute Svcs)</i>				
ITEM- I	1-Part Laser Printed Tax Statements (20lb) <i>(2014 - Light Green - 2015 -Canary Yellow)</i>	350,000	\$ 15,540.	\$ 15,726.
ITEM-II	Folding, Inserting, Presorting and Mailing of Tax Statements, (Item I) to Edinburg, Texas Post Office		\$ 10,050.	\$ 10,170.
<i>NIGP Commodity Code: 966-31 (Envelope Printing)</i>				
ITEM- III	1) Return Envelopes #9	220,000	\$ 3,520.	\$ 3,562.
	2) Special Window Envelopes #10 - Permit #44	285,000	\$ 5,415.	\$ 5,480.
	3) Brown Kraft Wove Booklet Envelopes #28	3,000	\$ 30.	\$ 30.
	4) White Wove Window Booklet Envelopes #28	2,500	\$ 625.	\$ 625.
Shipping and Freight <i>Included</i>			\$ 00.	\$ 00.
***Any other additional charges <i>None</i>			\$ 00.	\$ 00.
TOTAL BID PRICE			\$ 35,180.	\$ 35,600.

**Please provide an explanation of additional charges that may be incurred:

None

2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014.

YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>

2015-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2015.

YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>

OPENED

*10:05
5-7-14*

Witnessed

[Signature]

EXHIBIT "B"

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE

"Printing and Mailing of 2014 & 2015 Tax Statements- Tax Rolls and Envelopes"

BID No. 2014-068-05-07-MEG

BIDDER'S INFORMATION:

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

BIDDER/COMPANY NAME: Information Management Solutions, L.L.C.
ADDRESS: 2416 Brockton, Suite 105
CITY/STATE/ZIP CODE: SAN Antonio, TX 78217
PHONE & FAX NO'S: Local 210-826-4994, Toll Free 800-255-3190, Fax 210-826-2676
CELLULAR NO: 210-279-0181
E-MAIL ADDRESS: Kelly@totalims.com
AUTHORIZED SIGNATURE: Thomas Kelly Dowe
PRINTED NAME: Thomas Kelly Dowe
TITLE: Vice President

EXHIBIT "C"

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/20/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INDEPENDENT INSURANCE CENTER, INC. 1739 CITADEL PLAZA SAN ANTONIO TX 78209	CONTACT NAME: Laura Wright-Wallace
	PHONE (A/C, No., Ext): (210) 821-5080 FAX (A/C, No.): (000) 000-0000 E-MAIL ADDRESS: Laura@iicsa.com
INSURED Information Management Solutions, LLC 2416 Brockton #105 San Antonio TX 78217-	INSURER(S) AFFORDING COVERAGE
	INSURER A: The Ohio Casualty Insurance Company
	INSURER B: Sentinel Insurance Company
	INSURER C: Texas Mutual Ins. Co.
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			56187209	06/21/2014	06/21/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			65UECAW0717	06/26/2014	06/26/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nt) If yes, describe under DESCRIPTION OF OPERATIONS below			SBP0001241688	09/01/2013	09/01/2014	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION AI 113556

Hidalgo County Purchasing Department Attn: Elena Gomez, Buyer II 2812 S. Business Highway 281 Edinburg TX 78539-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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