

**EXHIBIT "A"**  
Specifications/Requirements  
HIDALGO COUNTY  
***"Printing Services & Related Supplies"***  
**BID NO.: 2015-029-00-00-SMA**

Hidalgo County is seeking to contract with a qualified vendor(s) to furnish ***"Printing Services & Related Supplies"*** in accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. Vendor shall furnish all materials and supplies necessary to execute the specified services. These services will be on an "As Needed Basis".

**SPECIFICATIONS/REQUIREMENTS:**

Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.

1. **Pick-Up and Delivery Requirements:** Successful bidder shall pick-up orders at Hidalgo County designated Department(s), if requested by Department and shall deliver all completed work to the address listed herein. Inside delivery locations will be stated on each Hidalgo County Purchase Order. Inside delivery shall be included in the bid price. If the vendor chooses to transport by a third party delivery, it must be stated under the method of delivery.
2. Order will be placed by various County departments on an "as needed" basis. Hidalgo County is not obligated to any minimum or maximum quantities.
3. **SAMPLES/DEMOS/PROOFS:** Upon requesting, samples/demos and/or proofs shall be furnished to Hidalgo County at *no additional cost*, for approval prior to printing.
  - **Samples:** Will be provided to Hidalgo County designee, prior to printing for approval by Department.
  - **Proofs:** Must be supplied prior to printing at no additional cost to the Hidalgo County. The proof shall then be dated, signed by Hidalgo County and returned to vendor for printing.
  - **SAMPLE REVIEW:**  
This printing includes various items and forms. Bidder shall assume sole responsibility for viewing these samples in order to submit a bid consistent with requirements of the County. Failure to do so may result in rejection of bid.
4. **OVER RUNS:** Hidalgo County shall not pay for over-runs. Vendor is cautioned to provide only the quantity of print copies as stated on the Purchase Order. Any over-runs delivered to the County shall be considered as a donation and no additional fees will be allowed and/or paid.
5. **CD-Samples** of most of the printing forms will be provided to all bidders in a CD File for your review and consideration. Specifications: Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.
6. **PRICING:**  
All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. Any costs associated with the following: additional set-up fees, change fees, typesetting fees or delivery fees must be included in the bid prices. Hidalgo County will not accept or pay additional costs such as mentioned above.  
  
It is not necessary for bidders to submit bids for all sections to be considered for an award. However, bidder is expected to submit pricing for all items within each section that the bidder chooses to respond, in order to be considered for award for that particular section.
7. **PAPER STOCK:**  
Paper stock shall be the same or better stock quality as sample provided.

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**8. PACKAGING:**

Packaging of forms shall be boxed in quantities standard to the industry. All packages shall be marked with form number and Hidalgo County purchase order number on outside.

**PRE-BID MEETING**

A pre-bid meeting will be held for vendor's information on **Thursday, February 00, 2015 at 2:00 A.M.** at Hidalgo County Purchasing Department Conference Room located at 2802 South Business Hwy. 281, Edinburg, Texas. The purpose of the pre-bid meeting is to help with any questions that vendors might have about specific documents or the specifications of the bid. The Purchasing Department will provide samples of documents and forms that the different County departments might use throughout the term of the bid. The documents and forms will be for viewing only. It is the responsibility of the bidder to acquire all applicable data needed to submit a bonafide response. **ALL BIDDERS ARE ENCOURGED TO ATTEND THIS MEETING.**

**GENERAL REQUIREMENTS:**

The following are the minimum requirements and/or specifications that will be acceptable by the County. Any bid that does not meet the minimum requirements and/or specifications will be rejected.

- Materials must be available for pick-up and/or delivery to the various locations in Hidalgo County during normal working hours, Monday through Friday
- All items must be shipped **F.O.B. INSIDE DELIVERY**
- If the vendor chooses to transport by a third party delivery, it must be stated under the method of delivery on Exhibit B.
- All purchases will be on an **"As Needed Basis"**, there are no set quantities to be purchased.
- All products furnished under this RFB shall be warranted by the vendor to be free from defects and fit for the intended use.
- BID PAGE-Vendor **must** fill in each section of the Bid Page (Exhibit "B") if applicable, for **not applicable INDICATE N/A** on the form. INCOMPLETE submittals shall be considered a probable cause for disqualification.
- Vendor should match the sample as much as possible

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**HIDALGO COUNTY DEPARTMENT'S**

The following departments listed below are to be considered minimum. Hidalgo County reserves the right to add or delete number of departments as necessary and vendor agrees to comply with such requests.

Other Hidalgo County departments, not stated herein, may be included and may utilize this contract for the purchasing of these items that meet their specifications herein and those departments will make minor modifications to the lettering, colors, logos, seals and/or emblems if necessary at no additional charge.

<b>HIDALGO COUNTY -DEPARTMENTS</b>	
1.	139th Judicial District Court
2.	206th Judicial District Court
3.	332th Judicial District Court
4.	370th Judicial District Court
5.	389th Judicial District Court
6.	398th Judicial District Court
7.	430th Judicial District Court
8.	Adult Probation
9.	Auditor's Office
10.	Commissioner Precinct 3
11.	Constable Precinct No. 1
12.	Constable Precinct No. 2
13.	Constable Precinct No. 3
14.	County Clerk's Office
15.	County Court At Law #4 (Judge Fred Garza)
16.	County Court At Law #6 (Judge Albert Garcia)
17.	County Court At Law #7 (Judge Omar Maldonado)
18.	District Attorney
19.	District Clerk's Office
20.	H.I.D.T.A. Task Force
21.	Health & Human Services
22.	Human Resources
23.	Justice of the Peace, Precinct 1 Place 1
24.	Juvenile Justice Center
25.	Planning
26.	Public Defender's Office
27.	Purchasing Department
28.	Sheriff's Office-Jail Dept
29.	Sheriff's Office-Law Enforcement Dept
30.	Tax Assessor Collector's Office
31.	Treasurer's Office

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ADULT PROBATION DEPARTMENT			
	Description	Quantity	Special Instructions
1	<b>Appointment Cards</b> - 8½" X 11" Page Size, black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 6 cards	6,000 per year	
8	<b>Authorization To Release Information</b> -8½" X 11" Page Size, single sided print, black ink printing	2,000 per yr	
5	<b>Community Service Restitution ID Card</b> - 8½" X 11" Page Size, 110 lb. paper 4 cards per page, Black ink printing, double sided print, cut into 4 cards	4,000 per yr	
7	<b>Community Service Restitution Program Rules</b> - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per yr	
4	<b>Court Information Form</b> - 8½" X 11" Page Size, Double sided print, black ink printing	1,200 per yr	
6	<b>Court Notes</b> - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per yr	
9	<b>Employment Search Forms</b> -8½" X 11" Page Size, single sided print, black ink printing	1,000 per yr	
38	<b>Envelopes W/Logo</b> - Size 4 ¼" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window	4 boxes of 500	
39	<b>Envelopes W/Logo</b> - Size 4 ¼" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window,	4 boxes of 500	
10	<b>Family History Information</b> -8½" X 11" Page Size, Double sided print, black ink printing	6,000 per yr	
11	<b>Field Visit Log</b> - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per yr	
13	<b>Guidelines For Payment To The Acct. Dept.</b> - 8½" X 11" Page Size, Double sided print, black ink printing	6,000 per year	
12	<b>Gun Control Act</b> - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per yr	
14	<b>Home Visit Cards</b> - 8½" X 11" Page Size, Double sided print, black ink printing, 110 lb. paper, 6 cards per page, cut into 6 cards	1,000 per year	
3	<b>Initial Assessment Form</b> - Legal Size Paper 8½" x 14", Double sided print, black ink printing,	1,000 per year	
17	<b>Intake Appt. Referral</b> -8½" X 11" Page Size, Double sided print, black ink printing	3,000 per yr	
15	<b>Intake Checklist</b> - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per yr	
16	<b>Leave Request</b> - 8½" X 11" Page Size, single sided print, black ink printing (not cut)	2,000 per yr	
18	<b>Monthly Report (By Mail)</b> -8½" X 11" Page Size, Double sided print, black ink printing English/Spanish	3,000 per yr	
19	<b>Monthly Report (In Person)</b> -8½" X 11" Page Size, single sided print, black ink printing	3,000 per yr	
20	<b>Office Rules And Regulations</b> - 8½" X 11" Page Size, Double sided print, black ink printing	3,000 per yr	
24	<b>Payment Schedule</b> -8½" X 11" Page Size, Double sided print, black ink printing	1,500 per yr	
22	<b>Personal Data Form</b> - 8½" X 11" Page Size, Double sided print, black ink printing	2,000 per yr	

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40	<b>Pre-Numbered Receipts</b> – 9 ½” x 11” Paper size, continuous feed paper, letters and numbers in red ink print perforated	60,000 per year	Starting No AP 745406
2	<b>Probationer Acknowledgment Form</b> - 8½” X 11” Page Size, Single sided print, black ink printing	2,000 per year	
21	<b>Probationer Acknowledgment Form</b> -8½” X 11” Page Size, single sided print, black ink printing	2000 per yr	
23	<b>Probationer Monthly Report Sign-In-Ledger</b> -8½” X 11” Page Size, single sided print, black ink printing	1,000 per yr	
27	<b>R.C.U. Intake File Tracking Form</b> - 8½” X 11” Page Size, single sided print, black ink printing	3,000 per yr	
29	<b>Reassessment Form</b> - 8½” X 14” Legal Page Size, Double sided print, black ink printing	1,000 per yr	
25	<b>Receptionists’ Slips</b> - 8½” X 11” Page Size, Double sided print, black ink printing, 8 slips per page, cut into 8 individual slips 20 lb bond	1,000 per yr	
26	<b>Records Control Unit Processing Checklist</b> - 8½” X 11” Page Size, single sided print, black ink printing (not cut)	3,000 per yr	
28	<b>Referral Cards</b> - 8½” X 14” Legal Page Size, single sided print, black ink printing, 110 lb paper, Green in color, 9 cards per page, cut into 9 cards	1,000 per yr	
32	<b>Scanning Checklist</b> - 8½” X 11” Page Size, single sided print, black ink printing	3,000 per yr	
31	<b>Sign-In Roster</b> - 8½” X 14” Legal Page Size, single sided print, black ink printing	500 per year	
30	<b>TCIC/NCIC Request</b> - 8½” X 11” Page Size, single sided print, black ink printing	500 per year	
33	<b>TEAS DPS Inquiry Log</b> -8½” X 11” Page Size, single sided print, black ink printing	4,000 per yr	
36	<b>Telephone Log</b> - 8½” X 11” Page Size, single sided print, black ink printing	1,500 per yr	
34	<b>Telephone Message</b> - 8½” X 11” Page Size, single sided print, black ink printing, 4 messages per page, perforated	4,000 per yr	
35	<b>Travel Permit Slips</b> - 8½” X 11” Page Size, Double sided print, black ink printing, 4 permits per page,	3,000 per yr	
37	<b>Website Log</b> - 8½” X 11” Page Size, single sided print, black ink printing	2,000 per yr	

**COUNTY AUDITORS OFFICE:**

1	<b>Letterhead Paper</b> - 8.5” X 11”, #24 lb Fine quality Bond Paper, one sided print, flat black ink print, watermark gray seal w/ light, dark gray and black shading 500 per ream: 25% Cotton	2 reams of 500	
2	<b>Letterhead Paper</b> - 8.5” X 11”, #24 lb Fine quality Bond Paper, one sided print, flat, w/gray watermark seal 500 per ream 25% Cotton	2 reams of 500	

**COUNTY CLERKS OFFICE:**

1	<b>Recreational Fishing Regulations Cards</b> -3½” X 4” plus one score, <b>Double sided print</b> , black, blue, red, green ink, shading – light blue yupo 10.	1,000	
2	<b>Recreational Hunting Regulations Cards</b> - 3½” X 2”, <b>Double sided print</b> , black, blue, red, green ink, shading – light blue	1,000	
3	<b>Business Cards</b> - - 3½” X 2”, Blue ink Raised Lettering, w/ blk Raised Seal and lettering <b>DOUBLE</b> sided flat blk print in the back-500 per box, landscape layout 80 lb	30 boxes of 500 per order	sample available

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4	<b>Business Cards</b> - - 3½" X 2", Blue ink Raised Lettering, w/blk Raised Seal and lettering, Single sided print-500 per box, landscape layout 80 lb	2500 per order	Mortgage
5	<b>Envelopes W/Logo #10</b> - Size 4 ¼" x 9 ½", Standard Envelopes, flat blue print, w/ blue flat print seal 500 per box, with window (peel and seal)	30 boxes of 500 per box	
6	<b>Envelopes W/Logo#10</b> - Size 4 ¼" x 9 ½", Standard Envelopes, flat blue print, w/ blue flat print seal 500 per box, plain with no window (peel and seal)	30 boxes of 500 per box	
7	<b>Letterhead Paper</b> — 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised print blue ink, blk seal & lettering, 500 per ream, 24lb 25 % cotton	30 reams of 500 sheets	
8	<b>Certificate Of Withdrawal From Business</b> —8.5" X 11", Black ink printing, blue border, Fine quality bond paper 60lb	10,500 ea	
9	<b>Assumed Name Certificate</b> - 8.5" X 11" Form, Black border, Black ink printing, Double sided print, fine quality bond paper 20lb	10,500 ea	
10	<b>Newly Wed Letter</b> —8.5" X 11", Fine quality bond paper, Blue/Red/Black ink, double sided, flat print with/watermark seal**** English & Spanish (front and Back) 60 lb	10,000ea	
11	<b>Scratch Pads</b> – 7" X 4 ¼" –Note pad,	500 pads of	
12	<b>Birth/Marriage Envelopes</b> - Custom Design, Printed gold ink one side , White leather stock, Finished Size : 4" x 9.5" closed after printing , Folded and glued	6,000	
13	<b>Booklet Envelopes</b> —9½" x 12" Booklet Envelopes,28# White Stock, <b>With or without peel</b> and stick feature ,Printed two (2) color Special Window 3 colors	6,000 per order	With peel
		6,000 per order	without peel
14	<b>Special Window Envelopes</b> peel and seal 12" x 9" Blue ink flat lettering, with black seal	50,000 per order	

**H.I.D.T.A. TASK FORCE:**

1	<b>Envelopes W/Logo</b> - Size 4 ¼" x 9 ½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, with window 24 lb 25 % Cotton	4 boxes of 500	
2	<b>Letterhead Paper</b> - - 8.5" X 11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 24 lb 25 % Cotton	4 reams of 500	
3	<b>Business Cards</b> -3½" X 2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout 80 lb cover	1 box of 500 Per each	9 people
4	<b>Mailing Labels</b> – 3"X4" flat print, black ink w/gold ink stamp, 500 per roll	500 per order	
5	<b>Vehicle Impoundment Report</b> - 8.5" X 11.5" Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, one sided print perforated	500	
6	<b>Receipt For Forms</b> -8.5" X 11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print	500	
7	<b>Investigative File Jacket</b> – 9"X13" Page size, Light Blue Tag Board, Black ink front & back of front cover <b>back page blank</b> w/ two hole punch on top (centered) 140 lb	1000 per order	
8	<b>Investigative File Jacket</b> – 9"X13" Page size, Canary Yellow Tag Board, Black ink front & back of front cover page only <b>back page blank</b> w/ two hole punch on top (centered) 140 lb	1000 per order	
9	<b>Dividers Multi-Color</b> – 9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400 sets per yearly	

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10	Name Plate – Wood Base, w/Black, brass double mounted, w/2 seals , w/name and title	On as needed basis	
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**HUMAN RESOURCES:**

1	Business Cards - - 3½" X 2", Blue ink Raised Lettering, w/ gold ink stamp w/blue Raised lettering, Single sided print-500 per box, landscape layout White Linen 80lb	500 per box	6 people/ 1 box per ea
2	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue, w/ gold foil stamp seal 500 per box, plain with no window White Linen 24lb	4 boxes of 500 ea box	
3	Interview Worksheet -- 8.5" X 11" Black ink printing, single sided	5,000 ea	
4	Interview Selection Form-- 8.5" X 11" Black ink printing, Full color w/black lettering 20 lb	5,000 ea	
5	Letterhead Paper -- 8.5" X 11", Fine quality bond paper, blue lettering w/ gold foil stamp w/blue lettering, w/watermark print, 500 per ream White Linen 24 lb	20 reams of 500	
6	Drainage District #1 Application -- 8.5" X 11" page, White paper, double sided print, 2 sheet application, all black ink printing, minor gray shading	4,000 ea page	2 pages double sided print
7	County Of Hidalgo Application-- 8.5" X 11" Page, White Paper, double sided print, 2 sheet application, all black ink printing, minor gray shading stapled	12,000 ea page	2 pages double sided print
8	Sheriff Department Application - - 8.5" X 11" Page, White Paper, Single sided print, all black ink printing, pages, with one page double sided stapled	10,000 ea page	
9	Sick Leave Donation Form-- 8.5" X 11" Page, black ink printing, Single sided print, 4,000	4,000	

**JUVENILE JUSTICE CENTER**

1	LETTERHEAD PAPER - 8.5" X 11", #20 Fine quality White Bond Paper, one side print, flat print blue, gold ink seal w/ blue, flat lettering, 500 per ream 24 lb 25 % cotton	24 reams per order	Light Blue shading
2	VISITOR'S LABELS roll- 4 ¼" x 3 ¼" White, Blue Flat Print, w/ Gold Foil Logo w/ blue lettering, 6 self peel labels per page 24 lb 25 % cotton	2 rolls of 500	
3	MAILING LABELS roll- 4 ¼" X 3 ¼" White, blue Flat Print, w/ Gold Ink	1 roll of 5000	
4	Business Cards - - 3½" X 2", Blue ink Raised Lettering, w/Blue and Gold Raised Seal w/ blue lettering, Single sided print-500 per box, landscape layout 80lb	500 1000	as needed
5	Envelopes W/Logo - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue lettering, w/ gold ink seal w/blue flat lettering seal 500 per box, Plain no window envelope	20 boxes of 500 per order	
6	Policy And Procedures Manual - 8.5" X 11", 241 Sheets per book, w/Navy Blue 3 Ring Binder w/Clear Front, with 23 Tabs in each book	10 per order	
7	Annual Report 8.5" X 11" White Bond Paper, w/Blue Flat Print on cover stock. Plastic comb binding, front and back black ink printing, 47 pages 2 sided Blk ink white Linen cover – back cover 110 lb index cover paper	50 books per order	

**PLANNING DEPARTMENT:**

1	Approved Application – 5 ½" X 8 ½" –Development Permit Posted Cards: Florescent Lemon Color, 10 point thickness, 90lb card stock, white back, Pre-Numbered, Black ink w/Gray Watermark Seal	Pct 1=2650 Pct 2= 300 Pct 3=2650	Starting No. 9295 Starting No. 1356 Starting
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		Pct 4=2650	No. 12981 Starting No. 12453
2	<b>Receipt Books - 5 1/2" X 8 1/2"-3-Part NCR, 20 lb Paper</b> Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Each page paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy wrapped around	27 Books of 100/Receipts Per book	Starting No Precinct 1 RECEIPT No 1-187001-1
3	<b>Receipt Books - 5 1/2" X 8 1/2"-3-Part NCR, 20 lb Paper</b> Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy wrapped around	66 Books of 100/Receipts Per book	Starting No Precinct 2 RECEIPT No 2-70980-2/4
4	<b>Receipt Books - 5 1/2" X 8 1/2"-3-Part NCR, 20 lb Paper</b> Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy wrapped around	27 Books of 100/Receipts per book	Starting No Precinct 3 RECEIPT No 3-39701-3
5	<b>Culvert Installation Work Order- 8.5" X 11"</b> , 4 Part NCR, Paper Sequence-White, Canary Yellow, Pink and Green, Pre-numbered, Routing White-Customer Copy, Canary Yellow-Auditor's Copy, Pink- Office Copy, Green-Permanent Copy wrapped around perforated	12 Books / 25 Work orders per bk	Pre-numbered Starting No 0002151

**TREASURER'S OFFICE:**

1	<b>Letterhead Paper - 8.5" X 11"</b> , #20 Fine quality Bond Paper, one sided print, flat GREEN ink print, foil gold seal w/ green flat lettering 500 per ream 24lb 25 % cotton	1 ream of 500	
2	<b>Business Cards - - 3 1/2" X 2"</b> , GREEN ink Raised Lettering, w/ GREEN Seal w/ GREEN lettering, Single sided , landscape layout 80lb cover	500 per box	
3	<b>Envelopes W/Logo - Size 4 1/8" x 9 1/2"</b> , Standard Envelopes, flat GREEN lettering, w/ GREEN and gold seal w/ GREEN flat lettering seal with window	5000 per order	
4	<b>Large Window Envelope 5 1/2 x 8 3/4, 2 3/4" x 5 1/2</b> " window 1/2" from left 5/8 from top on 20lb paper	5000 per order	

**TAX OFFICE**

**TAX ASSESSOR COLLECTOR**

1	<b>Business Cards - - 3 1/2" X 2"</b> , Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print- landscape layout-- <b>glossy</b>	1000 per order	
2	<b>Business Cards - - 3 1/2" X 2"</b> , Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print- landscape layout-	500 per order	
3	<b>Letterhead Paper -- 8.5" X 11"</b> , Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream 24 lb 25% cotton	5000	
4	-8.5X11 Bou ppr,bnd, recy, rio bond plain paper WITH WATERMARK	100	
5	<b>Envelopes W/Logo #10 - Size 4 1/8" x 9 1/2"</b> , Standard Envelopes, flat black and red print, w/ black flat print seal 500 per box, with window, <b>IMPORTANT OPEN AT ONCE</b>	1500	
6	<b>Envelopes W/Logo #9 - Size 3 7/8 x 8 7/8"</b> return envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window	5000	
7	<b>Envelopes W/Logo #10 - Size 4 1/8" x 9 1/2"</b> , Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with NO window (TAX Assessor/Collector)	20,000 per order	

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8	<b>Envelopes W/Logo #10</b> - Size 4 1/8" x 9 1/2", Standard Window, rev flap, 24# ww, diagonal seam, gum seal printed	60,000 per order	
9	<b>Envelopes W/Logo #9</b> - Size 1 1/8 x 3 1/2, Envelopes, flat black print, w/ black flat print seal with window	20,000 per order	
10	<b>Deputation Form:-</b> 8.5 x 11.14 Rio Grande Valley bond white 24 # 2/2 black & blue 24 lb 25 cotton	250	
11	<b>Envelope---4 1/8" x 9 1/2"</b> standard envelope #10 flat black print w/ black flat print w/blk print seal with window	5000	

**AUTOMOBILE DEPT PLUS ALL SUBSTATIONS**

1	<b>Business Cards</b> - - 3 1/2" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print- landscape layout-	500 per order	
2	<b>Letterhead Paper</b> -- 8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream	5,000	
3	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, without windows (automobile License Dept)	7500	
4	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window(Automobile License Dept)	50 bxs of 500	
5	<b>Envelopes W/Logo</b> - 10 1/2"x7 1/2" Double-prong metal clasp w/reinforced eyelets for a secure closure Brown Clasp Envelopes/ 100 per box w/ black ink printing and black ink seal	10 bxs of 100	
6	<b>Envelopes W/Logo</b> - 12 1/2" x6 1/2" brown envelopes 500 per box w/ black ink printing and black ink seal w/gummed seal	10 bxs of 500	
7	<b>Deputation Cards-</b> 3.875 x 2.375 index color # 110 black round corners 67 lbs	250	
8	<b>County Liquor Permit Rect:-</b> size 4 x 7.5 NCR 3 part white, canary, pink #17 black pre-numbered	150	50 per pack
9	<b>Refund Slips</b> size 7 x 3.25 off set , white 50# black padding with chipboard	3000 per order	

**COMMISSIONER PRECINCT 3**

1	<b>Business Cards</b> -- 3 1/2" X 2", Ink -Black Raised Lettering, w/Gold Foil Seal, Single sided print, portrait business card layout, 500 per each	1box of 500	9 people 1 box per ea/Portrait Card Layout
2	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond White Linen Paper one sided print, raised blue ink print , gold foil stamp seal w/blue lettering, 500 sheets per ream	2 boxes/ of 500	
3	<b>Letterhead Paper</b> – 8.5" X 11", White Linen Paper Blue ink	2 boxes/ of 500	
4	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2 boxes / Of 500	
5	<b>Landfill Form-</b> Legal Size Paper 8 1/2" x 14" - One sided print, Black ink, 100 sheets per tablet, Portrait Top glue bind	50 Tablets of /100 sheets per	Glue Bind Top Tablet
6	<b>Parking Permit-</b> 3 1/2" x 5 1/2" Single sided print, White paper w/red lettering, glue bind top, 50 sheets per booklet perforated at the top 2 staples	12 / 50 sheets per	Glue Bind Top Booklet

**206<sup>TH</sup> DISTRICT COURT:**

1	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black ink print , seal raised gold ink, 500 sheets per ream 24 lb 25 % Cotton	2 reams of 500	
2	<b>Letterhead Paper</b> - 8.5" X 11" 25 % Cotton Paper	2 reams of 500	
3	<b>Order Of Release/Order Of Commitment</b> – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only	2,000/3 part	Top Glue Bind

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4	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box 24 lb 25 % Cotton	2 boxes of 500	
5	<b>Juror's Handbook Pamphlets</b> -17 1/2" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper 60 lb	1,000	
6	<b>Business Cards</b> - 3 1/2" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout white Linen	1,000	
7	<b>Juror Tags</b> - 3 1/2" x 2", Black flat Print, Red Paper Stock, Laminated w/thumb grip clip	14	

**332TH DISTRICT COURT**

1	<b>Business Cards</b> - 3 1/2" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	500 per order	
2	<b>Instructions to Jurors in Civil Cases</b> 5 1/2 x 7" folded in half printed in black front and back in and out of	2000 per order	
3	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes flat black Print, and flat black ink for seal	2500 per order	
4	<b>Letterhead Paper</b> - 8.5" X 11" 25 % Cotton Paper- flat Print, black/gray ink	1000 per order	
5	<b>Order Of Release/Order Of Commitment</b> – 8.5" X 11" Paper Size, three (3) part NCR, White, Yellow, Pink 1 <sup>st</sup> page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front print only----- 2 hole punch on top	2500 per order	
6	<b>Order Of Referral For Mediation:</b> 8.5" X 11" 25 % Cotton Paper- Printed in front page in Black only	2000 per order	

**370<sup>TH</sup> DISTRICT COURT:**

1	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , gold ink foil seal, 500 sheets per ream 25 % cotton	1000 per order	
2	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	1000 per order	

**389<sup>TH</sup> DISTRICT COURT**

1	<b>Letterhead</b> 8.5" x 11" Cotton Paper 25% cotton Blk & gold raised	1000 per order	
2	<b>Business Cards</b> - 3 1/2" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout 80 lb	1000 per order	
3	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 25 % cotton	1000 per order	
4	<b>Order Of Release/Order Of Commitment</b> – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only (same as page 1)	1000 per order	
5	<b>Certificate of Appreciation</b> – <b>Gold Leaf border</b> and Blk letters	1000 per order	
6	<b>Juror's Handbook Pamphlets</b> -17 1/2" X 9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light Yellow Paper	1000 per order	

**398<sup>th</sup> DISTRICT COURT**

1	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black and red ink print , seal gold foil 25 % cotton	6 reams of 500	
2	<b>Letterhead Paper</b> - 8.5" X 11", 25% Cotton Paper	6 reams of 500	
3	<b>Business Cards</b> - 3 1/2" X 2", Ink -Black and Red Raised Lettering, w/Gold foil Seal , Single sided print, landscape layout	500 per box	5 people 1 bx per ea
4	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal foil	6 boxes of 500	

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5	<b>Order Of Release/Order Of Commitment</b> – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only (same as page one)	3,000 3-Part	Top Glue Bind
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<b>430<sup>TH</sup> DISTRICT COURT</b>			
1	<b>Letterhead</b> 8.5" x 11" Cotton Paper #20 Fine quality Bond Paper, one sided print, raised BLUE ink print, seal raised gold ink, 500 sheets per ream 25% cotton	1000	
2	<b>Business Cards</b> - 3½" X 2", BLUE ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout	500 500	
3	<b>Business Cards</b> - 3½" X 2", BLUE ink Raised Lettering in the front w/Gold ink Seal, DOUBLE sided flat print in the back, landscape layout	500	
4	<b>Envelopes W/Logo</b> - Size 4 ⅛" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 25 % cotton	1000	
5	<b>Juror's Handbook Pamphlets</b> -17 ½" X 9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light BLUE Paper	500	

<b>CONSTABLE PRECINCT No 1</b>			
1	<b>Business Cards</b> – 3 ½" x 2", Blue Ink, w/Watermark Seal (twelve individuals) Single sided flat print, Landscape layout 12KK CIS	500 per box	12 people/ 1 box per each
2	<b>Field Contact Card</b> – Index Card 5" x3",Black Ink, Double sided flat print, white stock card 110 lb	2,000	
3	<b>Building Check Card</b> – 4 ½" x 5 ½" – Black Ink, Single sided flat Print w/2 Logos (black ink) white stock card 67 lb	500 ea	
4	<b>Warning Card Label</b> – 4 ½" x 5½" – Black Ink, Single Sided flat Print w/2 Logos (black ink) Neon Orange Stock Card: <b>ADHESIVE BACK</b>	2,000	
5	<b>Notice/Aviso – Door Hanger Card</b> 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000	
6	<b>Vehicle Impoundment</b> –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book wrap around perforated	100 bks of 25 sheets per bk	
7	<b>Hidalgo County Constable Pct. 1 Warning Book</b> – 6" x 4 ¼" -2 part white and canary yellow paper sequence, black ink single sided flat print, 50 sheets per book wrap around perforated	200 bks of 50 pgs per bklt.	Top Glue Bind
8	<b>Ticket Book</b> – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence-White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book wrap around perforated	200 books of 50 pages per bk	Starting # <b>varies</b> Top Bind
9	<b>Official Receipt For Constables Fees</b> – 3 part NCR 8 ½ x3 ¾ – Paper Color Sequence – White, Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, Die cut (tear out rcpt) wrap around perforated	50 sets per book 20 books	Starting Number <b>varies</b> Side Glue bind

<b>CONSTABLE PRECINCT No 2</b>			
1	<b>Letterhead Paper</b> – 8.5" X 11", #60 Bond Paper 92 Brightness one sided print, flat Print, black/gray ink, watermark seal, 5,000 sheets per box	2 boxes of 5,000	
2	<b>Business Cards</b> – 3 ½" x 2", Black Card w/ Gold Lettering w /Seal, Single sided print, landscape layout 80 lb	3 bxs of 1,000	
3	<b>Business Cards</b> - 3½" X 2", Black ink Raised Lettering, w/Seal, Single sided print, landscape layout 80 lb	4 bxs of 1000	
4	<b>Envelopes W/Constable Logo</b> - Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, Black Ink,	4 boxes of 500	

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5	<b>Official Receipt For Constables Fees</b> – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out rcpt) wrap around perforated	3 books 50 sets per book	Side Glue Bind
6	<b>Ticket Book</b> – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink,	50 books of 20 sheets per bk	Top Bind
7	<b>Warning Flyers</b> - Size: 8 ½" x 11", Peel Stick, Neon Yellow, Black ink one sided flat print	4 boxes of 5,000	
8	<b>Advertencia Flyer-</b> Size 8 ½" x 11", Peel Stick, Limeade Green, Black ink one sided flat print	4 boxes of 5,000	

<b>CONSTABLE PRECINCT No. 3:</b>			
1	<b>Letterhead Paper</b> – 8.5" X 11", #20 Bond Paper White Linen 92 Brightness one sided print, flat Print, 2 Color Ink (Blue/Gold),w/seal (gold/blue), 500 sheets per ream	4 reams per order	
2	<b>Notice/Aviso – Door Hanger Card</b> 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side -Spanish other side) Neon Orange Card Stock w/die cut	2,000 per order	Double sided print English & Spanish
3	<b>Envelopes W/Constable Logo</b> - Size 4 ½" x 9 ½", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	4 bxs /500 per order	
4	<b>Vehicle Impoundment</b> –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book wrap around	80/25 per bk per order	
5	<b>Business Cards</b> - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, 500 per box, 8 individuals, landscape layout 80 lb	250 per box per order	8 people/ 1 box per each
6	<b>Business Cards</b> - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, landscape layout 80 lb	2 boxes of 1000 per order	
7	<b>Warning Flyers</b> – Size 8 ½" x 11", Peel Stick, Neon Orange, Black Ink one sided flat print	750 sheets per order	
8	<b>Advertencia Flyers</b> – Size 8 ½" x 11", Peel Stick, Neon Limeade Green, Black Ink one sided flat print,	750 sheets per order	
9	<b>Warning Notice To Vacate</b> – Size 8½" x 11, Peel Stick, Neon Yellow, Black Ink one sided flat print,	750 sheets per order	
10	<b>Ticket Book</b> – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black and red ink flat print, number sequence in red ink, 25 sheets per book,	40- booklets/ 25 sheets per bk per order	Starting № <b>6000</b> Top Glue Bind
11	<b>Official Receipt For Constables Fees</b> – 3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out receipt)	50 sets per book 2 books	Starting Number <b>11162</b> Side Glue Bind

<b>PUBLIC DEFENDER'S OFFICE</b>			
1	<b>Business Cards</b> - - 3½" X 2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering, Single sided print-500 per box, landscape layout	19 boxes of 500	
2	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print blk, foil gold County seal	Ream of 500	

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3	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat print blk, foil gold County seal with window envelope	8 box of 500
4	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", White Wove , Standard Envelopes, flat print blk, Gold foil County seal without window	8 box of 500

**JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:**

1	<b>Magistrate's Warning</b> - 8 1/2" X 11" Page Size, single sided print, black ink printing 20 lb	1,000 ea pg
2	<b>Community Hours Form</b> - 8 1/2" X 11" Page Size single sided print, black ink printing 20 lb	1,000 ea pg
3	<b>Plaintiff's Original Petition Form</b> - 8 1/2" X 11" Page Size, Single sided print, black ink printing 2 pages 20 lb	1,000 ea pg
4	<b>Instructions For Filing Suit Form</b> - - 8 1/2" X 11" Page Size, Single sided print, black ink printing, 2 pages 20 lb	1,000 ea pg
5	<b>Driving Safety Course Request</b> - - 8 1/2" X 11" Page Size, Single sided print, black ink printing, 1 page form 2 <sup>nd</sup> page – Half page – print 2 times – Die cut on center of page perforated 1/2 singles	1,000 ea pg
6	<b>Application For Emergency Commitment</b> -8 1/2" X 11" Page Size, Single sided print, black ink printing, 4 page form 20 lb staples in the corner	1,000 ea pg
7	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , 500 sheets per ream 20 lb	1 ream of 500
8	<b>Business Cards</b> - 3 1/2" X 2", Blue and red ink, flat print, w/red watermark Seal and lettering, Single sided print-500 per box, landscape layout	2 boxes of 500
9	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, no window, 24 lb	2 boxes of 500
10	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window 24 lb	3 boxes of 500
11	<b>Printed Envelope</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink. 500 per box 24 lb	3 Boxes of 500
12	<b>Certificate Of Vital Record Paper</b> – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)	1,000
13	<b>Certificate Of Vital Record Paper</b> – Size - 8 1/2" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)	1,000

**DISTRICT ATTORNEY**

1	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print gold flat w/Seal and lettering, stamp seal, 500 sheets per ream 25 %cotton	5 boxes of 500
2	<b>Manila Folder</b> - Special die cut end with printing	10,000
3	<b>Business Cards</b> - 3 1/2" X 2", Black ink Raised Lettering, w/Gold Raised Seal and lettering, Single sided print-500 per box, landscape layout 80 lb	500 per box
4	<b>Worthless Check Affidavit</b> – 2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	9000
5	<b>Authorization For Medico legal Examination</b> - 8.5" X 11" Paper size, 3 Part NCR, Paper color sequence- White, Canary Yellow and Pink, Black ink printing, Single sided print	1,000
6	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window, (Checks Department)	10 boxes of 500
7	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and gold foil seal 500 per box, with window, (Misdemeanor Department)	20 boxes of 500

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8	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink w/ gold ink flat seal 500 per box, no window	8 boxes of 500	
9	<b>Victim Impact Statement</b> - 8.5" X 11" Letter size paper, black ink print w/Gold Seal and lettering seal, double sided print 60 lb 2 color front 1 color back	5,000 per year	
10	<b>Checks Receipt</b> - 8.5" X 11" Letter size Paper, watermark gray seal and lettering, 2 receipts per page, Perforated	5,000	
11	<b>Check Writer Flyers</b> -9.5" X 11" Letter size paper, Canary Yellow Paper w/ white and red lettering on black background, Heavy weight paper, coated 80-110 lb. paper	500	
12	<b>Misdemeanor Complaints</b> - 8.5" X 11" Letter size paper,3-part NCR, Black ink printing, continuous feed pink, canary, blue	10,000	
13	<b>Criminal Manila Folders</b> - Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box... Felony	10 boxes of 1,000	

**COUNTY COURT LAW #4 (Judge Fred Garza)**

1	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat BLUE ink print gold ink stamp seal, 25 %cotton	5000	
2	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, BLUE ink w/ gold ink seal 500 per box, no window	1000	
3	<b>Business Cards</b> – 3 1/2" x 2", BLUE Raised Lettering, with Gold ink Seal, Single sided Print, Portrait Landscape Layout, 500 per box 80 lb	1000	
4	<b>Certificate of Appreciation</b> – Gold in BLUE letters 80lb	5000	

**COUNTY COURT # 6 (Judge Albert Garcia)**

1	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper one sided print, raised BLUE ink print gold ink stamp seal, 25 %cotton	5000	
2	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, raised Print, BLUE ink w/ gold ink seal 500 per box, no window 25 %cotton	1000	
3	<b>Business Cards</b> – 3 1/2" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Landscape Layout, 500 per box 25 %cotton	1000	

**COUNTY COURT # 7 (Judge Sergio Valdez)**

1	<b>Letterhead Paper</b> - 8.5" X 11", #20 Fine quality Bond Paper one sided print, Blk/Gold ink Raised Lettering, print gold in foil stamp seal, 25 %cotton	5000	
2	<b>Envelopes W/Logo</b> - Size 4 1/8" x 9 1/2", Standard Envelopes, Blk/Gold ink Raised Lettering./ gold foil seal 500 per box, no window 25% cotton	1000	
3	<b>Business Cards</b> – 3 1/2" x 2", Blk/Gold ink Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Landscape Layout, 500 per box	1000	

**DISTRICT CLERKS**

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

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

<b>S.O.-LAW ENFORCEMENT</b>			
1	<b>Administrative Action Form</b> – Size 8 ½" x 5", Single sided print, black ink print, 2-Part NCR, Paper color sequence: White, Canary Yellow, top glue	10,000	
2	<b>Evidence Cards</b> – 5" X 4¼" Card Stock, White Paper, Single sided print, Black ink <b>67 lb</b>	6,000	
3	<b>Evidence/Inventory Control Report</b> – Legal Size Paper, 8½" X 14" Page Size, Single sided print, black ink print, 3-Part NCR, Paper Color Sequence: White, Canary Yellow, Pink,	1,000	
4	<b>Civil And Warrants Writ Of Possession Notice</b> – Letter Size, 8½" X 11" Card Stock Single sided print, <b>red</b> ink print, Label stock	1,000	
5	<b>Name Placement Card</b> 10" x 8"- Beige card stock (FFCC66) Ink color dark brown (possibly 663300 or 330000), Score across center of card	500	
6	<b>Jr. Sheriff Badge Stickers-3"</b> Roll, black background with Gold Foil Seal	5,000 sticker	
7	<b>Child ID Card</b> – 8 ½" X 5½" Manila stock paper, 2 color dark blue (possibly 000033 or 000066) with seal gold/blue color w/double sided tape ½"x 2" back to Back printing, score across center of paper	5,000	
8	<b>Operation Child Safeguard Flyers</b> – 8½" X 11" Page Size, 80 lb gloss cover paper 4 color process	5,000	
9	<b>Recruitment Flyers</b> – 8½" X 11" Page Size, 80lb gloss print 4 color both sides , tri-fold (score)	5,000	
10	<b>Latent Fingerprint Index Card-Size 3"x5"</b> , White, Black ink print, front side print	5,000	
11	<b>Latent Print Envelope</b> – 6½" X 3 ½", White Envelope, Black Ink, One front side print	2,000	
12	<b>Official Photograph</b> – 3" X 2½", White label stock, Black ink, front side print	2,000	
13	<b>Envelope</b> – 5 ½" X 3¼", Manila Envelope, Black ink, front side print	3,000	
14	<b>Business Cards</b> –3 ½" x 2" 1 sided gold sheriff's emblem on the left hand side with black raised letters with room enough for each individual's name centered fax #, phone # and email address (cream linen)	1 box of 250	
15	<b>Business Cards</b> – 3 ½" x 2" 2 sided front and back-Front side gold sheriff's emblem on the left hand side with black raised letters with room enough for each individual's name centered fax #, phone # and email address Back side all black letters (cream linen)	1 box of 250	
16	<b>Citation Books</b> Size 8 1/2" x 5", top binding (Perforated) Black ink print and red ink, 4 carbonless paper with each one having it's only individual printing in the back, (1 <sup>st</sup> white paper with black and red ink, 2 <sup>nd</sup> yellow paper with black and red ink, 3 <sup>rd</sup> pink paper with black and red ink, and 4 <sup>th</sup> paper blue paper with black and red ink. With Sheriff's logo (Blk) in the middle of each carbonless paper. Wrap around book	25 per book 250 books	
17	<b>Time Earned/Absence Request Form-</b> 8½" X 11" Page Size, Single sided print, black ink print, 3-Part NCR, top binding (Perforated) Paper Color Sequence: Blue, Yellow Pink	5,000	
18	<b>Field Interview Cards</b> 8½" X 5 1/2" Page Size, double sided print, black ink print, Hidalgo County Sheriff's emblem on the upper left hand corner. (front) (back) SYNOPSIS: 13 LINES	5,000	
19	<b>Impound Books-</b> 8" x 5" sheet top binding (Perforated) with a manila cover 8", Black Ink, 4 part carbonless sheets 1 <sup>st</sup> is white, 2 <sup>nd</sup> is yellow, 3 <sup>rd</sup> pink, and 4 <sup>th</sup> orange with no printing in the back wrap around book white, yellow , pink, orange	25 per book 100 books	
20	<b>Maintenance Books-</b> 9" X 5 ½" , 1 <sup>st</sup> White carbonless paper, 2 <sup>nd</sup> yellow paper, Black ink, front print top binding (Perforated)	25 per bk 250 bks	
21	<b>Offense/Incident Reports-front and back</b> 8½" X 11" Page Size, White Paper, double sided print, Black ink 20 lb	30,000	

**EXHIBIT "A"**  
**Specifications/Requirements**  
**HIDALGO COUNTY**  
**"Printing Services & Related Supplies"**  
**BID NO.: 2015-029-00-00-SMA**

22	<b>Offense Reports-Narrative</b> 8½" X 11" Page Size, White Paper, Single sided print, black ink print 20lb	40,000	
23	<b>Offense Reports-Property Reporting</b> 8½" X 11" Page Size, White Paper, single sided print, Black ink 20lb	10,000	
24	<b>Victim's Bill of Rights Pamphlet</b> 8 1/2 " x 5 3/4"- white card Ink color black to be folded (3) tri-fold (score) 110 lb	5,000	
25	<b>Inmate Trust Receipt Book</b> ---7.25 X 11 (4 up manifold Book/Numbered) 3 part carbonless (white, yellow, pink) NOTE 3 <sup>rd</sup> . page without manifold Black 1-side, All parts the same 4 up receipt book, Repeat order sequential number.	50 sets per book 200	
26	<b>DIC-24 Statutory Warning</b> --8.5 x 11, 15#cb white, 14.5#cf yellow carbonless paper, black ink 1 side, shrink wrap in 250's	100	
27	<b>DIC-25 Notice of Suspension Temp. Driving Permit</b> --8.5 x 11, 15#cb white, 14.5#cf yellow, carbonless paper, black ink 2 sides, shrink wrap in 250's 2 part padded	100	
28	<b>Motor Pool Service Request</b> --- 8 ½ x3 ¾ Blk lettering	1000	
29	<b>Motor Pool Service Request sticker</b> --- 4" x 2" Blk Lettering roll	1000	
30	<b>The State of Texas Statement of Elected/ Appointed Officer</b> ---8.5x11, 20# bond, reflex blue & black ink 1 side, pad in 100's shrink wrap in 500's	300	
31	<b>Deputation</b> : 8.5 x 14.24# bond, reflex blue and black ink on 2 sides, shrink wrap in 500's 20lb	300	
32	<b>Operation Child Safeguard</b> 17x22" Poster: Full Glossy Color 80lb glossy cover	500	

**HEALTH AND HUMAN SERVICES**

1	<b>Envelopes W/Logo</b> - Size 4 ¼" x 9 ½", Standard Envelopes, flat blue, w/ blue flat print seal 500 per box, plain with no window 24 lb	15 boxes of 500 per box per order	
2	<b>Letterhead Paper</b> -- 8.5" X 11", Fine quality bond paper, blue raised lettering w/ gold raised seal, 500 per ream	20 reams of 500	
3	<b>Receipt Books</b> - 8.5" X 11" Page Size, 3 receipts per page, 3 part NCR, Paper sequence White, Canary Yellow and Pink, all black ink print, 150 receipts per book, Numbered, (die cut) wrap around	as needed	9 Different Number Sequenc e
4	<b>Application For On-Site Sewage Facilities</b> - 8½" X 11" Page Size, Two Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow	2,000 per order	
5	<b>Technical Information For On-Site</b> -8½" X 11" Page Size, Two Part NCR, black ink printing, Paper color sequence: White, Canary Yellow,	2,000 per order	
6	<b>Authorization To Construction</b> -8½" X 11" Page Size, Two Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow	2,000 per order	
7	<b>Soil Evaluation Report Information</b> 8½" X 11" Page Size, Blue color ink printing, Double sided print	2,000 per order	
8	<b>Food Service Inspection Report</b> 8½" X 11" Page Size, Black ink printing, 3 Part NCR, Paper color sequence: White, Canary Yellow and Pink , Double Sided Print, w/multiple gray shading	2,000 per order	Shading/ double sided print
9	<b>On Site Sewage Inspection Report</b> - 8½" X 11" Page Size, Three Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow and Pink 20 lb	2,000 per order	
10	<b>Services Offered Pamphlet –English</b> - 8½" X 11" Page Size, Coated paper , offset printing, various color images, full color print tri-fold pamphlet, Light blue paper, double sided print 80 lb gloss print	5,000 per order	
11	<b>Services Offered Pamphlet –Spanish</b> - 8½" X 11" Page Size, Coated paper , offset printing, various color images, 4 over 4, tri-fold pamphlet, Light blue paper, double sided print full color print 80 lb gloss tex	5,000 per order	
12	<b>Keep Your Germs To Yourself-English</b> -8½" X 11" Page Size, Single sided print, green and black ink printing 20 lb bond	1,000 per order	
13	<b>Contenga Sus Gérmenes-Spanish</b> -8½" X 11" Page Size, Single sided print, green and black ink printing 20 lb bond	1,000 per order	
14	<b>Stop The Flu</b> -8½" X 11" Page Size, Single Sided Print, Black Ink Printing With/Yellow Highlight 20 lb bond	1,000 per order	
15	<b>ALTO A LA GRIPE</b> -8½" X 11" Page Size, Single Sided Print, Black Ink Printing With Yellow Highlight 20 lb bond	1,000 per order	

**EXHIBIT "A"**  
Specifications/Requirements  
HIDALGO COUNTY  
*"Printing Services & Related Supplies"*  
BID NO.: 2015-029-00-00-SMA

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**TERMS & CONDITIONS:**

1. Term of contract is for one (1) year period with County's option to renew contract for additional two (2) one (1) year term under the same rates and conditions.
2. County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.
3. Hidalgo County has the authority to utilize State Contracts and under cooperative purchasing participation when ever it is in the County's best interest to do so.
4. Hidalgo County reserves the right to add or delete items during the term of the contract under the same rates and conditions.
5. Any contract awarded to a successful bidder will be in effect until;
  - a) The contract expires
  - b) Delivery acceptance of products and/or performance of services ordered, or
  - c) Terminated by County with thirty (30) days written notice prior to be cancellation.
6. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County Determines it is in its best interest to do so.
7. Insurance requirements for this project to be maintained through out the contract term (**Refer to limits on the Exhibit "C" for limits**).
8. After bid is awarded and low bidder s default s in meeting the general instructions to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item.

**ADDITIONAL INFORMATION:**

- 1) Hidalgo County is requesting that any and all questions, inquiries, and all clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Highway 281, Edinburg, Texas 78539. **TELEPHONE CALLS WILL NOT BE ACCEPTED!**
- 2) All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursement for such charges shall be passed onto Hidalgo County.
- 3) **ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL** e-mail to [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us) by no later than **Wednesday, 2015 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via by no later than **Friday, 2015 by 5:00 p.m.**

THE STATE OF TEXAS §  
  §  
COUNTY OF HIDALGO §

**SERVICE CONTRACT  
C-15-029-00-00**

THIS CONTRACT is made and entered into this \_\_\_\_ Day of \_\_\_\_, 2015 by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and \_\_\_\_ ("Company").

WHEREAS, Company responded to advertised notices for bids for **“PRINTING SERVICES AND RELATED SUPPLIES”** the ("Services"); and

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

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

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

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

2. Company hereby promises and agrees to render and provide, during the term of

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

3. This Contract shall be for a period of one year effective \_\_\_\_\_, **2015** and ending on \_\_\_\_\_, **2015**. Hidalgo County at its sole discretion elect the option to extend the contract for two (2) - one (1) year at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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

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

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

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

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

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

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

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

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

If to County: **The County of Hidalgo  
Attn: County Judge  
304 W. University Drive  
Edinburg, Texas 78539**

If to Company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

19. **Immunities:** Nothing in this Agreement is intended to and County does not hereby waive, release or relinquish any right to assert any of the defenses County enjoys by virtue of the stated or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to County as to any claim or action of any person, entity, or individual against County.

WITNESS our hands in duplicate originals this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**COUNTY OF HIDALGO**

**ATTEST:**

By: \_\_\_\_\_  
Ramon Garcia, County Judge

\_\_\_\_\_  
Arturo Guajardo Jr., County Clerk

APPROVED AS TO FORM:  
Atlas, Hall & Rodriguez, LLP

**COMPANY:** \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_  
Stephen L. Crain

Title: \_\_\_\_\_

APPROVED BY COMMISSIONES COURT: \_\_\_\_\_

**EXHIBIT “A”  
REQUEST FOR BIDS (RFB)  
PROCUREMENT PACKET**

**DRAFT**

**EXHIBIT “B”  
VENDOR’S BID**

**DRAFT**

**EXHIBIT “C”  
INSURANCE REQUIREMENTS**

**DRAFT**

Zimbra

evangelina.garcia@co.hidalgo.tx.us

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**RE: Draft Contract**

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**From** : Steve Crain <scrain@atlashall.com>

Thu, Jan 15, 2015 02:52 PM

**Subject** : RE: Draft Contract**To** : 'Evangelina Garcia' <evangelina.garcia@co.hidalgo.tx.us>**The draft contract is fine.**

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**From**: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]**Sent**: Thursday, January 15, 2015 12:20 PM**To**: Steve Crain**Cc**: Martha Salazar**Subject**: Draft Contract

Mr. Crain;

Attached for your review and approval as to form is a draft service contract to be utilized in a request for bids on "Printing Services And Related Supplies" project that has been assigned to a buyer for the procurement process since the current one is due to expire on April 15, 2015.

Appreciate your assistance.

Thank you;

Vangie Y. Garcia, Contract's Manager  
Hidalgo County Purchasing Department  
2812 S. Business Hwy. 281  
Edinburg, Texas 785339  
Email: [evangelina.garcia@co.hidalgo.tx.us](mailto:evangelina.garcia@co.hidalgo.tx.us)  
Phone: 956-292-7000-Ext. 4856

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