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

March 3, 2016

E.A. Stone, Inc. d/b/a
Gulf Data Products
Attn: Kevin Kanipe
810 E. Harrison
Harlingen, Texas 78550

Via Email: gulfdata2@sbcglobal.net

Re: Renewal of Contract #C-15-029-06-02
"RFB No: 2015-029-05-06-SMA-General Printing Services And Related Supplies"

Dear Mr. Kanipe;

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's sole option to exercise the **First (1st) year extension** of the two (2)-one(1) year term as provided in the current contract (under the same rates, terms and conditions).

Please acknowledge receipt of this notice of placement on the Commissioners' Court meeting of **Tuesday, March 22, 2016** for discussion, consideration and action, by signing below and returning to the Purchasing Department, by no later than ***10:00 a.m., Monday, March 7, 2016 and or sooner***, via facsimile to (956) 956-318-2629 or email to: evangelina.garcia@co.hidalgo.tx.us so as to meet the agenda request form deadlines.

By: Kevin Kanipe Date: 3-3-16

Additionally, we are requesting your company provide an updated certificate of insurance as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statement of Qualification), if applicable: NOTE: I need your updated auto insurance accord".

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

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

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-15-029-06-02

THIS CONTRACT is made and entered into this **2nd Day** of **June, 2015** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **E.A. STONE, INC. DBA GULF DATA PRODUCTS** ("Company").

WHEREAS, Company responded to advertised notices for bids for **"GENERAL 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 **June 15, 2015** and ending on **June 14, 2016.** Hidalgo County at its sole discretion elect the option to extend the contract for two (2) - one (1) year terms 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: **E.A. Stone, Inc. dba Gulf Data Products**
810 E. Harrison
Harlingen, Texas 78550

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
Ramon Garcia, County Judge

Arturo Guajardo Jr., County Clerk

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

COMPANY: GULF DATA PRODUCTS
By:
Title: PRESIDENT

By:
Stephen L. Crain

APPROVED BY
COMMISSIONERS' COURT
ON: 6/2/15

APPROVED BY COMMISSIONES COURT: JUNE 2, 2015

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

April 20, 2015

_____
Participant's name

_____
Address

_____
City

_____
State, Zip Code

Re: **HIDALGO COUNTY**
Request for Bids –"General Printing Services & Related Supplies"
Bid No: ***2015-029-05-06-SMA***

Dear Gentleman/Ladies:

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

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

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sma
Enclosures

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

REQUEST FOR BIDS (RFB)

Hidalgo County
"General Printing Services & Related Supplies"
RFB NO: *2015-029-05-06-SMA*

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9.	**Draft Requirements Agreement**	**8**

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626 or via email to sandra.montalvo@co.hidalgo.tx.us, and advise of missing documentation.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

April 20, 2015
Date

Bid No: 2015-029-05-06-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626 Ext. 4865

REQUEST FOR BIDS

HIDALGO COUNTY

"General Printing Services & Related Supplies"

BID OPENING DATE: May 6, 2015 @ 9:30

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
HIDALGO COUNTY Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
956 318-2626

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

2) **ONE (1) ORIGINAL AND THREE (3) COPIES** of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **RFB-2015-029-05-06-SMA *Hidalgo County–"General Printing Services & Related Supplies"*** and in County's Purchasing Department, physical address: 2812 S. Business Hwy. 281, mailing address: 2812 S. Business 281- New Administration Building, Edinburg, Texas, **on or before 9:30 A.M., WEDNESDAY, May 6, 2015.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO RFB-2015-029-05-06-SMA *Hidalgo County–"General Printing Services & Related Supplies".*

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

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

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

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

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

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

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

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

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

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

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

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

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

15) POST AWARD PRODUCTS DELIVERY INSTRUCTIONS:

- Materials and supplies must be shipped within 72 hours from arrival of purchase order.
- Deliveries shall be accepted between 8:00 AM, Monday- Friday, unless prior approvals for after -hours deliveries have been obtained from respective department(s) contact person(s) before delivery will be accepted, unless other delivery arrangements have been made.
- At least seventy two (72) hours prior notice of delivery must be given to. Martha L. Salazar, Purchasing Agent before delivery will be accepted, unless other delivery arrangements have been made.
- Deliveries not made within delivery schedule shall be considered delinquent. Delinquent orders shall constitute a breach of contract. The vendor must notify the requesting department of orders that exceed the delivery schedule to either cancel the order or extend the delivery schedule for that order.

At least seventy-two (72) hours prior to notice of a foreseen delivery delay shall also be given to appropriate department(s) contact person(s). The County has the right to extend the delivery date if reasons appear valid. The vendor must keep the County advised at all times of the status of the order(s). If the vendor has orders in their possession which have not been completed within the specified delivery time, the County reserves the right to withhold issuances of further orders until all orders have been filled and acceptable assurance has been given that the event will not be repeated.

For items not in stock at the time of order, vendor is to contact respective department(s) for approval, or cancellation, of a delivery time and date. The County reserves the right to pick up orders during emergency situations.

If you need additional information, contact information will be provided upon contract award

16) BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  a) Name and address of successful bidder
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation-***Hidalgo County–"General Printing Services & Related Supplies"*** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
  e) Contract & purchase order number must be indicated on all invoices

- Discount payments will be considered when offered.

- Contact person for Billing and Payment questions:

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

17) SCHEDULE OF EVENTS

Bid Opening, 9:30 AM	**May 06, 2015**
Award of Contract	_____, 2015
Commence Work or Deliver Products	_____, 2015

18) BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT (if applicable)) :

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

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

- If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable,

the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

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

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

19) ETHICAL STANDARDS:

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

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

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

20) DISCLOSURE OF CONFLICT OF INTEREST

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

SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

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

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

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

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

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

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

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

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

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

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

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

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

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

Bid
For
HIDALGO COUNTY
"General Printing Services & Related Supplies"

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

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

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

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

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT'"A"

Specifications/Requirements

HIDALGO COUNTY

"General Printing Services & Related Supplies"

BID NO.: 2015-029-05-06-SMA

Hidalgo County is seeking to contract with a qualified vendor(s) to furnish ***"General 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".

The intent for this Invitation for bid is to obtain a qualified printing firm to provide, in the ESTIMATED quantities indicated, the annual printing requirements for the County as contained herein.

Quantities on the pricing pages depict the County's estimated annual requirements. These quantities WILL NOT be ordered at one time. Orders will be placed by individual departments on an "as needed" basis, in small quantities i.e., one (1) to three (3) boxes per order) throughout the year.

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. All deliveries are to be made to Hidalgo County's specified department, during regular working days, Monday through Friday, between the hours of 8:00 am and 5:00 pm, unless otherwise requested by the County department.

2. Successful bidder will be required to notify the requesting department in the event of unforeseen delay arising in the delivery of a specified shipment. Delivery locations will be stated on each purchase order. If the vendor chooses to third party delivery, it must be stated under the method of delivery.

3. Order will be placed by various County departments on an "as needed" basis. Hidalgo County is not obligated to any minimum or maximum quantities.

4. **SAMPLES/DEMOS/PROOFS:**
   Upon request, 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 Hidalgo County. The proof shall then be dated, signed by Hidalgo County and returned to vendor for printing.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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 specifications/requirements of the County. Failure to do so may result in rejection of bid. Bidders are strongly encouraged to review the samples prior to submitting a bid. **Bidder that is interested to assess the forms before submitting a bid may do so by requesting an appointment via e-mail to:** sandra.montalvo@co.hidalgo.tx.us.When discrepancy occurs between specifications and sample, the sample shall prevail.

It is not necessary for bidders to submit bids for all sections to be considered for an award. However, bidder is expected to submit pricing for all items within each section that the bidder chooses to respond, in order to be considered for award for that particular section.

10. **PAPER STOCK:**
Paper stock shall be the same or better stock quality as sample provided.

11. **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.

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

- Materials must be available for pick-up and/or delivery to the various locations in Hidalgo County during normal working hours, Monday through Friday
- All items must be shipped **F.O.B. INSIDE DELIVERY**
- If the vendor choices to transport by a third party delivery, it must be stated under the method of delivery on Exhibit B.
- All purchases will be on an **"As Needed Basis"**, there are no set quantities to be purchased.
- All products furnished under this RFB shall be warranted by the vendor to be free from defects and fit for the intended use.
- 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.

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 may possibly make modifications to the lettering, colors, logos, seals and/or emblems if necessary at no additional charge.

HIDALGO COUNTY DEPARTMENTS	
A.)	92nd Judicial District Court
B.)	139th Judicial District Court
C.)	206th Judicial District Court
D.)	332th Judicial District Court
E.)	370th Judicial District Court
F.)	398th Judicial District Court
G.)	430th Judicial District Court
H.)	Adult Probation
I.)	Auditor's Office
J.)	Commissioner Precinct 3
K.)	Constable Precinct No. 1
L.)	Constable Precinct No. 2
M.)	Constable Precinct No. 3
N.)	County Clerk's Office
O.)	County Court At Law #6 (Judge Albert Garcia)
P.)	District Attorney
Q.)	District Clerk's Office
R.)	Emergency Management
S.)	Fire Marshals
T.)	H.I.D.T.A. Task Force
U.)	Human Resources
V.)	Juvenile Justice Center
W.)	Public Defender's Office
X.)	Safety Division
Y.)	Sheriff's Office-Jail Dept
	Sheriff's Office-Law Enforcement Dept
Z.)	Tax Assessor Collector's Office
	Auto License/Automobile dept plus all substations
AA.)	Treasurer's Office

TERMS & CONDITIONS:

1. Term of contract is for one (1) year period with County's option to renew the contract for an additional two (2) one (1) year terms, 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 cooperative purchasing whenever 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. 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.

6. Insurance requirements for this project to be maintained through out the contract term **(Refer to limits on the Exhibit "C" for limits).**

7. After bid is awarded, if low bidder default 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** to sandra.montalvo@co.hidalgo.tx.us by no later than **Wednesday, April 29, 2015 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via email by no later than **Friday, May 1, 2015 by 5:00 p.m.**

EXHIBIT "B"

BID PAGE

HIDALGO COUNTY

"General Printing Services & Related Supplies"

BID NO: 2015-029-05-06-SMA

METHOD OF DELIVERY:

F.O.B. INSIDE DELIVERY _____ **THIRD PARTY DELIVERY** _____

A) 92ND JUDICIAL DISTRICT COURT

	DESCRIPTION		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½" X 2",80# linen card stock-natural Black(raised)Lettering, w/Gold raised Seal , Single sided print, landscape layout	500 per order	
2.	*ENVELOPES W/LOGO*	Size: 9 ½ X 4 ⅛" , #10 linen-Natural Standard Envelopes, black ink (raised) Print and Gold (foil) seal 500 per box 24 lb	2 boxes of 500	
3.	*LETTERHEAD PAPER*	8.5" X 11", #24 linen-natural, one sided print, black (raised) ink print , seal gold(foil), 500 sheets per ream 24 lb 25 % Cotton	1,000	
4.	*ORDER OF RELEASE/ ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page **only** front and back print, 2nd and 3rd page front only, Top Glue Bind	2,000/3 part	

B) 139TH JUDICIAL DISTRICT COURT

	Description			Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½" X 2", Black ink raised Lettering, w/gold raised seal, single sided print, landscape layout	foil seal	4 bxs. of 500	
			ink seal	4 bxs. of 500	
2.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", White Linen Standard Envelopes, raised Print, black ink and Gold ink foil seal		2 boxes of 500	
3.	*LETTERHEAD PAPER*	8.5" X 11", #20 White Linen Fine quality Bond Paper one sided print, flat black ink print , gold ink foil stamp seal		4 reams of 500	
4.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page **only** front and back print, 2nd and 3rd page front only Top Glue Bind		2,000/3 part	

C) 206TH JUDICIAL DISTRICT COURT

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout white Linen	1,000	
2.	*COURT ORDER MODIFYING CONDITIONS OF BOND*	8½" X 11" Page Size, 3 Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow	1,000/3 part	
3.	*ENVELOPES W/LOGO*	size 4 ⅛" x 9 ½", standard envelopes, raised print, black ink and gold for seal 24 lb 25 % cotton	2 boxes of 500	
4.	*JUROR TAGS*	3½" x 2", Black flat Print, Red Paper Stock, Laminated w/thumb grip clip	14	

5.	*JUROR'S HANDBOOK PAMPHLETS*	17 ½" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper 60 lb	1,000	
6.	*LETTERHEAD PAPER*	8.5" X 11" 25 % Cotton Paper8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black ink print , seal raised gold ink, 24 lb 25 % Cotton	2 reams of 500	
7.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2nd and 3rd page front only, Top Glue Bind	2,000/3 part	

D) 332nd JUDICIAL DISTRICT COURT

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	500	
2.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes flat black Print, and flat black ink for sea	2,500	
3.	*INSTRUCTIONS TO JURORS IN CIVIL CASES*	5 ½ x 7" folded in half printed in black front and back in and out of	2,500	
4.	*LETTERHEAD PAPER*	8.5" X 11" 25 % Cotton Paper- flat Print, black/gray ink	1,000	
5.	*ORDER OF REFERRAL FOR MEDIATION:*	8.5" X 11" 25 % Cotton Paper- Printed in front page in Black only	2,000	
6.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, White, Yellow, Pink 1st page only front and back print, 2nd and 3rd page front print only------ 2 hole punch on top	2,500	

E) 370th JUDICIAL DISTRICT COURT

	Description		Estimated Qty	Unit Price
1.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	1,000 per order	
2.	*LETTERHEAD PAPER*	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	1,000 per order	

F) 398th JUDICIAL DISTRICT COURT

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", Ink -Black and Red Raised Lettering, w/Gold foil Seal , Single sided print, landscape layout	5 box of 500	
2.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal foil	6 boxes of 500	
3.	*LETTERHEAD*	8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black and red ink print , seal gold foil 25 % cotton (1st page	6 reams of 500	
4.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2nd and 3rd page front only (same as page one) Top Glue Bind	3,000 3-Part	

G) 430th JUDICIAL DISTRICT COURT

	Description			Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", BLUE ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout	foil	500	
			ink	500	
2.	*BUSINESS CARDS, double sided print, landscape layout*	(BAILIFF) 3½" X 2", BLUE ink Raised Lettering in the front w/Gold ink Seal, DOUBLE sided flat print in the back , landscape layout		500	
3.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 25 % cotton		1000	
4.	*JUROR'S HANDBOOK PAMPHLETS*	17 ½" X 9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light BLUE Paper		500	
5.	*LETTERHEAD*	8.5" x 11" Cotton Paper #20 Fine quality Bond Paper, one sided print, raised BLUE ink print , seal raised gold ink, 500 sheets per ream 25% cotton		1000	
6.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2nd and 3rd page front only (same as page one) Top Glue Bind		3,000 3-Part	

H) ADULT PROBATION DEPARTMENT

	Description		Estimated Qty	Unit Price
1.	*APPOINTMENT CARDS*	Letter Size Page (8½" X 11"), black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 8 cards	10,000 per year	
2.	*ASSESSMENT APPOINTMENT FORM*	Letter size page 20lb. light yellow paper, cut in 2 parts-double sided print-black ink	6,000 per year	
3.	*BUSINESS CARDS*	3½" X 2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering, Single sided print-500 per box, landscape layout	5,000 per year	
4.	*COMMUNITY SERVICE RESTITUTION (CSR) ID CARD*	Letter Size Page (8½" X 11")Page Size, 110 lb. paper 4 cards per page, Black ink printing, double sided print, cut into 4 cards	6,000 per year	
5.	*COURT INFORMATION FORM*	Letter Size Page (8½" X 11), 20 lb. Paper-double sided print, black ink printing	5,000 per year	
6.	*COURT NOTES*	Letter Size Page (8½" X 11), single sided print, black ink printing	4,000 per year	
7.	*DELINQUENT LETTER for DEFENDANT*	Letter Size Page (8½" X 11")-Black ink printing-Double sided print English/Spanish	15,000 per year	
8.	*ENVELOPES W/LOGO*	#10 No Window Envelope. (4 ⅛" x 9 ½"), Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window	40,000 per year	
9.	*ENVELOPES W/LOGO*	Size (4 ⅛" x 9 ½"), Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window,	20,000 per year	
10.	*ENVELOPES W/LOGO*	Custom Size (3 ⅝" x 8 ⅝") Special Window (3" across by 1 down) Black ink Inside Blue Tint	30,000 per year	
11.	*FAMILY HISTORY INFORMATION*	Letter Size Paper (8½" X 11") 20 lb, double sided –Flat Black ink print, English/Spanish	6,000 per year	
12.	*HOME VISIT CARDS*	Letter Size Page (8½" X 11"), Double sided print, black ink flat print, 110 lb. paper, 6 cards per page, cut into 6 cards-English/Spanish	10,000 per year	
13.	*INTAKE APPT. REFERRAL*	Letter Size Page (8½" X 11"), Double sided print, black ink flat print- light green 20 lb	8,000 per year	
14.	*MONTHLY REPORT*	Letter Size Page(8½" X 11"), Double sided print, black ink printing	6,000 per	

	(by mail)	English/Spanish	year	
15.	*PAMPHLETS*	Letter Size Page (8½" X 11"), Tri Fold-Glossy 32 lb paper, Double sided flat multi color print, Premium Presentation Paper	20,000 per year	
16.	*RECEPTIONISTS SLIPS*	Letter Size page (8½"x11"), 20lb White Paper, Black flat print, cut in 8 parts	20,000 Per year	
17.	*TRAVEL PERMIT SLIPS*	Letter Size Page (8½" x 11") Double Sided Print, Black flat print 110 lb paper, cut into 4.	10,000 Per year	

I) AUDITOR'S OFFICE

	Description		Estimated Qty	Unit Price
1.	*LETTERHEAD PAPER*	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 (1st page)	2,000	
2.	*LETTERHEAD PAPER*	8.5" X 11", #24 lb Fine quality Bond Paper, one sided print, flat, w/gray watermark seal 500 per ream 25% Cotton (continuation page)	500	

J) PRECINCT 3

Commissioner Joe Flores

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", Ink -Black Raised Lettering, w/Gold Foil Seal, Single sided print, portrait business card layout, 500 per each	1 box of 500	
2.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2 boxes /500	
3.	*LETTERHEAD PAPER*	8.5" X 11", #20 Fine quality Bond White Linen Paper one sided print, raised blue ink print , gold foil stamp seal w/blue lettering, 500 sheets per ream	2 boxes /500	
4.	*LETTERHEAD PAPER*	8.5" X 11", White Linen Paper Blue ink	2 boxes /500	
5.	*PARKING PERMIT*	3½" x 5 ½" Single sided print, White paper w/red lettering, glue bind top, 50 sheets per booklet perforated at the top 2 staples	12/50 sheets	

K) CONSTABLE PRECINCT 1

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3 ½" x 2", Blue Ink, w/Watermark Seal (twelve individuals) Single sided flat print, Landscape layout 12KK CIS	500 per box	
2.	*NOTICE/AVISO– DOOR HANGER CARD*	8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000	
3.	*TICKET BOOK*	5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence-White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book wrap around perforated, Starting #**varies** Top Bind	200 books of 50 pages per bk	
4.	*VEHICLE IMPOUNDMENT INVENTORY RECORD*	7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book wrap around perforated	100 bks of 25 sheets per bk	

L) CONSTABLE PRECINCT 2

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", IVORY Black ink Raised Lettering, w/Seal, Single sided print, landscape layout 80 lb	14 bxs of 500	
2.	*ENVELOPES*	Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, Black Ink,	4 boxes of 500	
3.	*LETTERHEAD PAPER*	8.5" X 11",White or Ivory Linen paper and full color printing, one sided print, flat Print, black/gray ink, watermark seal, 5,000 sheets per box	2 boxes	
4.	*OFFICIAL RECEIPTS for CONSTABLES FEES*	3 part NCR – Paper Color Sequence– White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, 50 sets per book ;Die cut (tear out rcpt) wrap around perforated, Side Glue Bind	3 books	
5.	*TICKET BOOK*	5¼" x7 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, Top Bind	50 books of 20 sheets per bk	
6.	*WARNING FLYERS/ ADVERTENCIA FLYERS*	Size: 8 ½" x 11", Peel Stick, Neon Yellow, Black ink one sided flat print (english / Spanish)	4 boxes of 5,000	

M) CONSTABLE PRECINCT 3

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, 500 per box, 8 individuals, landscape layout 80 lb	500 per box per order	
2.	*BUSINESS CARDS*	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	
3.	*ENVELOPES*	Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	4 bxs /500 per order	
4.	*LETTERHEAD PAPER*	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	
5.	*NOTICE/AVISO- DOOR HANGER CARD*	8½"x3¾";Black Ink, Double Sided flat print (English one side - Spanish other side) Neon Orange Card Stock w/die cut	2,000 per order	
6.	*OFFICIAL RECEIPT FOR CONSTABLES FEES*	3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, single sided flat **print ,Number Sequence black ink**, three (3) Receipts per page, 100 sheets per book, 50 sets per book ;Die cut (tear out receipt) Side Glue Bind;	2 books	
7.	*TICKET BOOK*	5 ¼" x 7 ¾"–4 Part NCR, Paper Color Sequence-White, canary yellow, pink and golden rod, double sided print, black and red ink flat print, number sequence in red ink, 25 sheets per book, Top Glue Bind	40-booklets per order	
8.	*VEHICLE IMPOUNDMENT INVENTORY RECORD*	7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book wrap around	80/25 per bk per order	
9.	*WARNING BOOK*	2 parts NCR, paper color sequence-white , golden rod, wrap around cover perforated, 50 sets double sided print, black and red ink flat print, number sequence in red ink,	50 sets per book	
10.	*WARNING FLYERS/ ADVERTENCIA FLYERS*	ENGLISH-Size 8 ½" x 11", Peel Stick, Neon Orange, Black Ink one sided flat print; SPANISH-Size 8 ½" x 11", Peel Stick, Neon Limeade Green, Black Ink one sided flat print	750 sheets per order	
11.	*WARNING NOTICE TO VACATE*	Size 8½" x 11, Peel Stick, Neon Yellow, Black Ink one sided flat print,	750 sheets per order	

N) COUNTY CLERK'S OFFICE

	Description		Estimated Qty	Unit Price
1.	***BUSINESS CARDS***	*SUPERVISORS* -3½" x 2",Gray linen, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	30 boxes of 500 per order	
2.	***BUSINESS CARDS***	*COLLECTORS* -3½" x 2", White smooth card, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	2,500 per order	
3.	***BUSINESS CARDS***	*GENERAL OFFICE* -3½" x 2",Double Sided, 2 inks, fronts has raised black seal, blue ink raised lettering, w/black raised seal and lettering back side flat back letters, 500 per box, landscape layout	30 boxes of 500 per order	
4.	***CLERK'S REPORT CARD***	Index Card-4"x 6 ½", 110# Index, 1 ink, black, flat lettering, one side	1,000 per order	
5.	***ENVELOPES*** no window	**SMALL-#28** White wove, white envelopes, 7 ½" x 10½", Blue ink flat lettering, with black seal , peel and seal , without window, 2 inks, one sided flat print, black seal w/blue flat lettering,	6,000 per order	
6.	***ENVELOPES*** no window	**MED-#28**-White wove , white envelopes , 12" x 9" Blue ink flat lettering, with black seal, peel and seal , without window, 2 inks, one sided flat print, black seal w/blue flat lettering,	6,000 per order	
7.	***ENVELOPES*** no window	**LARGE-#28**-White wove, white envelopes,12"x15 ½" Blue ink flat lettering, with black seal, peel and seal, without window,2 inks, one sided flat print, black seal with blue flat lettering	6,000 per order	
8.	***ENVELOPES COLLECTIONS*** with window	Size 4 1/8" x 9 ½ ", #10 Standard white envelopes with window, 1 ink-black logo & black flat lettering on one side, self seal	30 boxes of 500 per box	
9.	***ENVELOPES COLLECTIONS-*** with window	Size 4 1/8" x 9 ½ ", #24 envelopes with window #24 Canary yellow, 2 ink, one sided flat print, black seal w/ black flat lettering and red **"FINAL NOTICE"**, self seal, black logo & black flat lettering on one side, self seal,	30 boxes of 500per box	
10.	***ENVELOPES-OFFICE*** with window	Size 4 ⅛" x 9 ½",#10 Standard Envelopes with window 2 inks, one sided flat print, black seal with blue flat lettering, , (peel and seal)	30 boxes of 500 per box	
11.	***ENVELOPES-OFFICE*** without window	size 4 ⅛ x 9 ½,#10 standard envelopes, no window, 2 inks, one sided flat print, black seal with blue flat lettering (peel and seal)	30 boxes of 500 per box	
12.	***LETTERHEAD PAPER***	#20- 8.5" X 11", Fine quality White Bond Paper 25 % cotton, one sided flat print, black seal with blue flat lettering, watermark seal, 500 per ream,	30 reams of 500 sheets	
13.	***NEWLYWED LETTER***	#70- 8.5" x 11", fine quality white bond paper, 2 color front and 2 color back, blue//black ink, double sided, flat print (english & Spanish) 60 lb	10,000ea	
14.	***RECREATIONAL REGULATIONS CARDS***	FISHING-3½" x 2" double sided print, black, blue, red , green ink, shading-light blue	1,000 ea	
		HUNTING-3½" X 2", Double sided print, black, blue, green ink, shading light blue	1,000 ea	
15.	***SCRATCH PADS***	Note pad 80 pages per tablet -4 ¼"X 7", 500 count 2 inks, one sided flat print, black seal with blue flat lettering round corners	500 pads	

O) COUNTY COURT AT LAW # 6

Judge Albert Garcia

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3 ½" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Landscape Layout, 500 per box 25 % cotton	1,000	
2.	*ENVELOPES- without window*	size 4 ⅛" x 9 ½", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25 %cotton	1,000	
3.	*LETTERHEAD PAPER*	8.5" x 11", #20 fine quality bond paper one sided print, raised blue ink print gold ink stamp seal,25%cotton	5,000	

P) DISTRICT ATTORNEY

	Description		Estimated Qty	Unit Price
1.	*AUTHORIZATION FOR MEDICO LEGAL EXAMINATION*	8.5" X 11" Paper size, 3 Part NCR, Paper color sequence-White, Canary Yellow and Pink, Black ink printing, Single sided print	1,000	
2.	*CHECK WRITER FLYERS*	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	
3.	*CHECKS RECEIPT*	8.5" X 11" Letter size Paper, watermark gray seal and lettering, 2 receipts per page, Perforated	5,000	
4.	*CRIMINAL MANILA FOLDERS*	Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print, 1,000 per box... Felony	10 boxes of 1,000	
5.	*MANILA FOLDER*	Special die cut end with printing	10,000	
6.	*MISDEMEANOR COMPLAINTS*	8.5" X 11" Letter size paper,3-part NCR, Black ink printing, continuous feed pink, canary, blue	10,000	
7.	*VICTIM IMPACT STATEMENT*	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	
8.	*WORTHLESS CHECK AFFIDAVIT*	2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	9000	

Q) DISTRICT CLERK'S OFFICE

	Description		Estimated Qty	Unit Price
1.	*ENVELOPES- with window*	Size 4 ⅛" x 9 ½", standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window	20,000	
2.	*ENVELOPES- without window*	Size 4 ⅛" x 9 ½", standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window no windows	20,000	
3.	*ENVELOPES-with window*	Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, Black and Red ink and black ink seal, **Light Blue Envelopes**, with Window	120,000	
4.	*ENVELOPES- without window*	Size 3.875x 8.875", Standard Envelopes# 9-24, flat Print, black ink and watermark seal, Canary Yellow Envelopes, No Windows; black flat lettering on one side, self seal, additional operation: send away envelope	120,000	
5.	*ENVELOPES- without window*	#28-White wove, white envelopes, 12" x 9" Gray & Black ink flat lettering, with without window,, one sided flat print, white seal w/black flat lettering,	5,000	
6.	*JURY SUMMONS FORM*	Size 8.5"x14"; #24 White paper Red & black inks; partial vertical and horizontal perfs for badge; 2 sided	60,000	
7.	*LETTERHEAD PAPER*	8.5" X 11",Recyled Bond Paper; one sided flat print, with black flat lettering, watermark seal, ,	20,000	

R) EMERGENCY MANGEMENT

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3 ½" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Layout, 500 per box 25 % cotton	1,000	

S) FIRE MARSHAL

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3 ½" x 2", black flat lettering, with Gold Ink Seal & badge blue flat lettering, double sided Print, landscape Layout, 500 per box 25 % cotton Full color, Printed on two sides, White Stock	1,000	

T) H.I.D.T.A. TASK FORCE

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout 80 lb cover	500 bx	
2.	*DIVIDERS MULTI-COLOR*	9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400 scts	
3.	*ENVELOPES-without window*	Size 4 ⅛" x 9 ½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, without window 24 lb 25 % Cotton	1,000	
4.	*INVESTIGATIVE FILE JACKET*	Page size: 9" x12 7/8 , Canary Yellow Tag Board, Black ink front & back of front cover page only **back page blank** w/ two hole punch on top (centered) 140 lb(case file covers)	1,000 per order	
5.	*INVESTIGATIVE FILE JACKET*	9"X12 7/8 " Page size, Light Blue Tag Board, Black ink front & back of front cover **back page blank** w/ two hole punch on top (centered) 140 lb (case file covers)	1,000 per order	
6.	*LETTERHEAD PAPER*	8.5" X 11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 24 lb 25 % Cotton	1000 per order	
7.	*MAILING LABELS*	3"X4" flat print, black ink w/gold ink stamp, 500 per roll	500 per roll	
8.	*NAME PLATE*	Wood Base, w/Black, brass double mounted, w/2 seals , w/name and title	On as needed basis	
9.	*RECEIPT FOR FORMS*	8.5" X 11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print	500	
10.	*VEHICLE IMPOUNDMENT REPORT*	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	

U) HUMAN RESOURES

	Description		Estimated Qty	Unit Price
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	
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.	*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	

V) JUVENILE JUSTICE CENTER

	Description		Estimated Qty	Unit Price
1.	*ENVELOPES-no window*	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	
2.	*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	

W) PUBLIC DEFENDER'S OFFICE

	Description		Estimated Qty	Unit Price
1.	*BUSINESS CARDS*	Size: 3½" X 2", Black ink raised lettering, w/ raised gold seal and lettering, Single sided print-500 per box, landscape layout	25 boxes of 500	
2.	*ENVELOPES- with window*	Size 4 ⅛" x 9 ½", Standard Envelopes, flat print blk, foil gold County seal with window envelope	8 box of 500	
3.	*ENVELOPES- without window*	Size 4 ⅛" x 9 ½", White Wove , Standard Envelopes, flat print blk, Gold foil County seal without window	8 box of 500	
4.	*LETTERHEAD PAPER*	8.5" X 11", #20 Fine quality White Bond Paper-Ivory, one sided print, flat print blk, foil gold County seal	3 Reams of 500	

X) SAFETY DIVISION

	Description		Estimated Qty	Unit Price
1.	*ENVELOPES- without window*	size 4 ⅛" x 9 ½", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25 %cotton	1,000	

Y) SHERIFF'S OFFICE

(Jail Dept)

	Description		Estimated Qty	Unit Price
1.	*BAIL BOND FEE REFUND FORMS*	8½" X 11" Page Size, Single sided print, black ink print, 3-Part NCR, Paper Color Sequence: White, Canary Yellow, Pink, 2-Hole Top Center Punch, With Number sequence in the upper right hand corner, top binding snap	300	
2.	*INMATE REQUEST FORMS*	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	

(Law Enforcement Dept.)

	Description		Estimated Qty	Unit Price
3.	*ADMINISTRATIVE ACTION FORM*	Size 8 ½"x5", Single sided print, black ink print, 2-Part NCR, Paper color sequence: White, Canary Yellow, top glue	10,000	
4.	*BUSINESS CARDS*	3 ½"x2"; 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	
5.	*BUSINESS CARDS*	3 ½" x 2" 1 sided gold sheriff's emblem on the left hand side with black raised letters with room enough for each individual's name centered fax #, phone # and email address (cream linen)	1 box of 250	
6.	*CHECKS*	check size: 8.25"x3.5"; blue safety; black ink; 3 to sheet with	300 qty	

	Sheriff's Fee Account	voucher, numbered; 300 qty above 3 on yields 900 checks		
7.	*CHECKS Sheriff's Trust Fund*	check size: 8.25"x3.5"; yellow safety; black ink; 3 to sheet with voucher, numbered; 300 qty above 3 on yields 900 checks	300 qty	
8.	*CHILD ID CARD*	8 ½"x5½" Manila stock paper, 2 color dark blue (possibly 000033 or 000066) with seal gold/blue color w/double sided tape ½'x2" back to Back printing, score across center of paper	5,000	
9.	*CITATION BOOKS*	Size: 8 ½"x5", top binding (Perforated) Black ink print and red ink, 4 carbonless paper with each one having it's only individual printing in the back, (1st white paper with black and red ink, 2nd yellow paper with black and red ink, 3rd pink paper with black and red ink, and 4th paper blue paper with black and red ink. With Sheriff's logo (Blk) in the middle of each carbonless paper. Wrap around book	25 per book 250 books	
10.	*CIVIL and WARRANTS WRIT of POSSESSION NOTICE*	Letter Size, 8½"x11" Card Stock Single sided print, red ink print, Label stock	1,000	
11.	*DEPOSIT SLIP BOOKS Sheriff's Fee Account*	2-part carbonless; black ink (white, canary) 50 sets per book; 800 qty above yields- 800 slips, 16 books, 50 sets per book	16 books	
12.	*DEPOSIT SLIP BOOKS Sheriff's Trust Account*	2-part carbonless; black ink (white, canary) 50 sets per book; 800 qty above yields- 800 slips, 16 books, 50 sets per book	16 books	
13.	*DEPUTATION*	8.5 x 14.; 24# bond, reflex blue and black ink on 2 sides, shrink wrap in 500's 20lb	300	
14.	*DIC-24 Statutory Warning*	8.5 x11, 15#cb white, 14.5#cf yellow carbonless paper, black ink 1 side, shrink wrap in 250's	100	
15.	*DIC-25 Notice Of Suspension*	Temp. Driving Permit--8.5x 11, 15#cb white, 14.5#cf yellow, carbonless paper, black ink 2 sides, shrink wrap in 250's 2 part padded	100	
16.	*ENVELOPE*	5 ½" x 3¼", Manila Envelope, Black ink, front side print	3,000	
17.	*ENVELOPE – Latent Print*	size: 6½"x3½", White Envelope, Black Ink, One front side print	2,000	
18.	*EVIDENCE CARDS*	5" x 4¼" Card Stock, White Paper, Single sided print, Black ink 67 lb	6,000	
19.	*EVIDENCE/INVENTORY CONTROL REPORT*	Legal Size Paper, 8½"x14" Page Size, Single sided print, black ink print, 3-Part NCR, Paper Color Sequence: White, Canary Yellow, Pink,	1,000	
20.	*FIELD INTERVIEW CARDS*	8½"x5 ½" 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	
21.	*IMPOUND BOOKS*	8" x 5" sheet top binding (Perforated) with a manila cover 8", Black Ink, 4 part carbonless sheets 1st is white, 2nd is yellow, 3rd pink, and 4th orange with no printing in the back wrap around book white, yellow , pink, orange	25 per book 100 books	
22.	*JR. SHERIFF BADGE STICKERS*	3" Roll, black background with Gold Foil Seal	5,000 sticker	
23.	*LATENT FINGERPRINT INDEX CARD*	Size 3"x5", White, Black ink print, front side print	5,000	
24.	*MAINTENANCE BOOKS*	size: 9"x5 ½", 1st White carbonless paper, 2nd yellow paper, Black ink, front print top binding (Perforated)	25 per bk 250 bks	
25.	*MOTOR POOL Service Request*	8 ½" x3¾" Blk lettering	1,000	
26.	*MOTOR POOL- Service Request Sticker*	4"x2" Blk Lettering roll	1,000	
27.	*NAME PLACEMENT CARD*	10"x 8"- Beige card stock (FFCC66) Ink color dark brown (possibly 663300 or 330000), Score across center of card	500	
28.	*OFFENSE REPORTS Property Reporting*	8½"x11" Page Size, White Paper, single sided print, Black ink 20lb	10,000	
29.	*OFFENSE REPORTS- NARRATIVE*	8½"x11" Page Size, White Paper, Single sided print, black ink print 20lb	40,000	
30.	*OFFENSE/INCIDENT REPORTS- Front and Back*	8½"x11" Page Size, White Paper, double sided print, Black ink 20 lb	30,000	
31.	*OFFICIAL*	3"x2½", White label stock, Black ink, front side print	2,000	

	PHOTOGRAPH			
32.	*OPERATION CHILD SAFEGUARD*	17x22" Poster: Full Glossy Color 80lb glossy cover	500	
33.	*OPERATION CHILD SAFEGUARD FLYERS*	8½"x11" Page Size, 80 lb gloss cover paper 4 color process	5,000	
34.	*RECEIPT BOOK- Inmate Trust*	7.25x11 (4 up manifold Book/Numbered) 3 part carbonless (white, yellow, pink) NOTE 3rd. page without manifold Black 1-side, All parts the same 4 up receipt book, Repeat order sequential number.	50 sets per book 200	
35.	*RECEIPT BOOK- Official Receipt for Sheriff's fee's*	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfing white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	
36.	*RECEIPT BOOK- Official Receipt for Sheriff's Trust Funds*	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfing white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	
37.	*RECRUITMENT FLYERS*	8½"x11" Page Size, 80lb gloss print 4 color both sides , tri-fold (score)	5,000	
38.	*THE STATE OF TEXAS STATEMENT OF ELECTED/ APPOINTED OFFICER*	8.5x11, 20# bond, reflex blue & black ink 1 side, pad in 100's shrink wrap in 500's	300	
39.	*TIME EARNED/ABSENCE REQUEST FORM*	8½"x11" Page Size, Single sided print, black ink print, 3-Part NCR, top binding (Perforated) Paper Color Sequence: Blue, Yellow Pink	5,000	
40.	*VICTIM'S BILL OF RIGHTS PAMPHLET*	8 ½"x5 ¾"- white card Ink color black to be folded (3) tri-fold (score) 110 lb	5,000	

Z) TAX ASSESSOR COLLECTOR

	AUTO LICENSE/TAX OFFICE		Estimate Qty.	Unit Price
1.	*BUSINESS CARDS*	3½" X 2", Black Ink Raised Lettering, w/ Gold Raised Stamp w/Gold Raised Lettering, Single Sided Print- Landscape Layout	1,000 per order	
2.	*BUSINESS CARDS*	3½" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print- landscape layout	500 per order	
3.	*ENVELOPES without window*	Size 3 7/8 x 8 7/8" *#9* return envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window	5,000	
4.	*ENVELOPES without window*	Size 4 ⅛" x 9 ½", #10 Standard Envelopes , flat black print, w/ black flat print seal 500 per box, with NO window (TAX Assessor/Collector)	20,000 per order	
5.	*ENVELOPES with window*	Size 4 ⅛" x 9 ½", Standard Window, rev flap, 24# ww, diagonal seam, gum seal printed	60,000 per order	
6.	*LETTERHEAD PAPER*	8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream 24 lb 25% cotton	5,000	
7.	*WATERMARK PAPER*	Letter Size Page (8.5"X11") Bound paper, bond, rely, Rio Grande Valley Watermark	100	
	AUTOMOBILE DEPT PLUS ALL SUBSTATIONS			
8.	*BUSINESS CARDS*	3½" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print-landscape layout	500 per order	
9.	*COUNTY LIQUOR PERMIT*	Letter size (8 ½" x 11"), 3-Part NCR –Paper sequence (white, canary & pink) #17 One sided print-flat print black and red only for, pre-numbered red and title of form	150 50 per pack	
10.	*DEPUTATION CARDS*	Size: (3.875" x 2.375") index card-light green paper stock # 110 black ink flat print, rounded corners 67 lbs	250	
11.	*ENVELOPES without*	Size 6 ⅛" x 12 ½"), Standard Brown Envelopes, flat black print, w/	7,500	

	window	black flat print seal 500 per box, without windows (auto license plate envelope)		
12.	*ENVELOPES without window*	Size (10 ½"x7 ½") Double-prong metal clasp w/reinforced eyelets for a secure closure Brown Clasp Envelopes/ 100 per box w/ black ink printing and black ink seal (TABC envelope)	10 bxs of 100	
13.	*LETTERHEAD PAPER*	8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream25% Cotton	5,000	
14.	**REFUND SLIPS**	Size 7 x 3.25 off set , white 50# black padding with chipboard	3000 per order	

AA.) TREASURER'S OFFICE

	Description		Estimated Qty	Unit Price
1.	**BUSINESS CARDS**	3½" X 2", GREEN ink Raised Lettering, w/ GREEN Seal w/ GREEN lettering, Single sided, landscape layout 80lb cover	500 per box	
2.	**ENVELOPE -large window**	envelope 5 ½ x 8 ¾, 2 ¾" x 5 ½ " window ½" from left 5/8 from top on 20lb paper	5,000 per order	
3.	**ENVELOPES with window**	Size 4 ⅛" x 9 ½", Standard Envelopes, flat GREEN lettering, w/ GREEN and gold seal w/ GREEN flat lettering seal with window	5,000 per order	
4.	**ENVELOPES without window**	Size 4 ⅛" x 9 ½", Standard Envelopes, flat GREEN lettering, w/ GREEN and gold seal w/ GREEN flat lettering seal without window	5,000 per order	
5.	**LETTERHEAD PAPER**	8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat GREEN ink print, foil gold seal w/ green flat lettering 500 per ream 24lb 25 % cotton	1 ream of 500	
6.	**RECEIPT–county seal**	8.5"x 11" with County Seal in black	15,000 per order	
7.	**TREASURY MANUAL RECEIPT BOOK**	8.5" X 11." Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, One sided print-flat print black and red only for, pre-numbered red 2-booklets; 50 sheets per book	2 booklets	

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.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

FAX NUMBER: _____

CELL NUMBER: _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

EXHIBIT "C"

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

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

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

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

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

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

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

Revised 10/01/08

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

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

COVERAGES

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

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

SAMPLE

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 Commissioners' Court;

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

Automobile Liability: $_____ General Liability: $_____

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

_____ _____.
Authorized Representative Date

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

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

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

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

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

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

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

_____ _____.
Authorized Signature Date

_____.
Company

_____.
Address

_____.
City, State, Zip

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

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

_____
Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

4

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

Adopted 06/29/2007

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

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

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

To Be Completed by the County: Rec'd by (Purchasing):_____ Date Rec'd by (Purchasing): Date Forwarded Information to Auditor's Office:_____Entry Date: _____ Vendor No.:

Revised12/14/06

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

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LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

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

HUB Subcontractor Name: _____ HUB Status:

Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other

Address: _____ City: _____ State: _____ Zip:

Contact Person: _____ Title: _____ Phone No.: ( )

Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:

Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other

Address: _____ City: _____ State: _____ Zip:

Contact Person: _____ Title: _____ Phone No.: ( )

Subcontract Amount: $_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:

Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other

Address: _____ City: _____ State: _____ Zip:

Contact Person: _____ Title: _____ Phone No.: ( )

Subcontract Amount: $_____ Description of Work to be Performed:

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

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 *How to get a TIN* on page 3.

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

Social security number
[ ][ ][ ] – [ ][ ] – [ ][ ][ ][ ]

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), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

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

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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, give the requester the appropriate completed Form W-8 or Form 8233.

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, payments made in settlement of payment card and third party network transactions, 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 *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

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

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

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. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). 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 should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. 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, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. 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 U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. 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, as appropriate. 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 U.S. 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 U.S. 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.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. 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. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

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

The following codes identify payees that are exempt from backup withholding:

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—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 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[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.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

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, apply for a TIN and 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 U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

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

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

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

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

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

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or 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*
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-9 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 1-800-366-4484. 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. commonwealths and 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 3406, 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.

Certification
Regarding Debarment, Suspension and Ineligibility

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

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

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

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

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

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

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

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-

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

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

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

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

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

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

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in

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

3. This Contract shall be for a period of one year effective _____, **2015** and ending on _____**2016.** 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.

DRAFT

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:

DRAFT

If to County: **The County of Hidalgo**
Attn: County Judge
1615 South Closner, Suite J
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.

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

WITNESS our hands in duplicate originals this_____ day of _____, 2015.

COUNTY OF HIDALGO

ATTEST:

By:_____
Ramon Garcia, County Judge

_____

Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

APPROVED BY COMMISSIONES COURT:_____

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

By:_____
Stephen L. Crain

DRAFT

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

DRAFT

EXHIBIT "B"
VENDOR'S BID

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EXHIBIT "C"
INSURANCE REQUIREMENTS

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EXHIBIT "B"
VENDOR'S BID

EXHIBIT "B" *(Revised)*

BID PAGE

HIDALGO COUNTY

"General Printing Services & Related Supplies"

BID NO: 2015-029-05-06-SMA

OPENED 5/6/15 9am Witnessed

METHOD OF DELIVERY:

F.O.B. INSIDE DELIVERY GULF DATA PRODUCTS **THIRD PARTY DELIVERY** _____

A) 92ND JUDICIAL DISTRICT COURT

	DESCRIPTION		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½"x2",80# linen card stock-natural Black(raised)Lettering, w/Gold raised Seal , Single sided print, landscape layout	500 per order	39.80 BX
2.	*ENVELOPES W/LOGO*	Size:9½ x4⅛",#10 linen-Natural Standard Envelopes, black ink (raised) Print and Gold (foil) seal 500 per box 24 lb	2 boxes of 500	123.00 BX
3.	*LETTERHEAD PAPER*	8.5"x11", #24 linen-natural, one sided print, black (raised) ink print , seal gold(foil), 500 sheets per ream 24 lb 25 % Cotton	1,000	.189 each
4.	*ORDER OF RELEASE/ ORDER OF COMMITMENT*	8.5"x11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2nd and 3rd page front only, Top Glue Bind	2,000/3 part	.179 ea

B) 139TH JUDICIAL DISTRICT COURT

	Description			Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½"x2", Black ink raised Lettering, w/gold raised seal, single sided print, landscape layout	foil seal	4 bxs. of 500	104.90 BX
			ink seal	4 bxs. of 500	35.80 BX
2.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", White Linen Standard Envelopes, raised Print, black ink and Gold ink foil seal		2 boxes of 500	123.00 BX
3.	*LETTERHEAD PAPER*	8.5" X 11", #20 White Linen Fine quality Bond Paper one sided print, flat black ink print , gold ink foil stamp seal		4 reams of 500	94.00 RM
4.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2nd and 3rd page front only Top Glue Bind		2,000/3 part	.179 ea

C) 206TH JUDICIAL DISTRICT COURT

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout white Linen	1,000	.044 ea
2.	*COURT ORDER MODIFYING CONDITIONS OF BOND*	8½" X 11" Page Size, 3 Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow	1,000/3 part	.169 ea
3.	*ENVELOPES W/LOGO*	size 4 ⅛" x 9 ½", standard envelopes, raised print, black ink and gold for seal 24 lb 25 % cotton	2 boxes of 500	92.00 BX
4.	*JUROR TAGS*	3½" x 2", Black flat Print, Red Paper Stock, Laminated w/thumb grip clip	14	9.00 ea
5.	*JUROR'S HANDBOOK PAMPHLETS*	17 ½" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper 60 lb	1,000	.396 ea
6.	*LETTERHEAD PAPER*	25 % Cotton Paper8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black ink print , seal raised gold ink, 24 lb 25 % Cotton	2 reams of 500	69.00 RM
7.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2nd and 3rd page front only, Top Glue Bind	2,000/3 part	.179 ea

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OPENED 5/9/15 10a Witnessed

D) 332nd JUDICIAL DISTRICT COURT

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	500	35.80 BX
2.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes flat black Print, and flat black ink for sea	2,500	.0596 ea
3.	*INSTRUCTIONS TO JURORS IN CIVIL CASES*	5 ½ x 7" folded in half printed in black front and back in and out of	2,500	.0456 ea
4.	*LETTERHEAD PAPER*	8.5" X 11" 25 % Cotton Paper- flat Print, black/gray ink	1,000	.139 ea
5.	*ORDER OF REFERRAL FOR MEDIATION:*	8.5" X 11" 25 % Cotton Paper- Printed in front page in Black only	2,000	.0795 ea
6.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, White, Yellow, Pink 1st page only front and back print, 2nd and 3rd page front print only------ 2 hole punch on top	2,500	.179 ea

E) 370th JUDICIAL DISTRICT COURT

	Description		Estimated Qty	UNIT PRICE
1.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	1,000 per order	.159 ea
2.	*LETTERHEAD PAPER*	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	1,000 per order	.129 ea

F) 398th JUDICIAL DISTRICT COURT

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½" X 2", Ink -Black and Red Raised Lettering, w/Gold foil Seal , Single sided print, landscape layout	5 box of 500	109.00 BX
2.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal foil	6 boxes of 500	107.00 BX
3.	*LETTERHEAD*	8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black and red ink print , seal gold foil 25 % cotton (1st page	6 reams of 500	89.00 RM
4.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2nd and 3rd page front only (same as page one) Top Glue Bind	3,000 3-Part	.179 ea

G) 430th JUDICIAL DISTRICT COURT

	Description			Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½"x2", BLUE ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout	foil	500	104.90 BX
			ink	500	35.80 BX
2.	*BUSINESS CARDS, double sided print, landscape layout*	(BAILIFF) 3½"x2", BLUE ink Raised Lettering in the front w/Gold ink Seal, DOUBLE sided flat print in the back , landscape layout		500	49.00 BX
3.	*ENVELOPES W/LOGO*	Size 4 ⅛" x 9½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 25 % cotton		1000	.164 ea
4.	*JUROR'S HANDBOOK PAMPHLETS*	17½"x9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light BLUE Paper		500	.68 ea
5.	*LETTERHEAD*	8.5"x11" 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	.127 ea
6.	*ORDER OF RELEASE/ORDER OF COMMITMENT*	8.5"x11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2nd and 3rd page front only (same as page one) Top Glue Bind		3,000 3-Part	.179 ea

H) ADULT PROBATION DEPARTMENT

	Description		Estimated Qty	UNIT PRICE
1.	*APPOINTMENT CARDS*	Letter Size Page 8½"x 11", black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 8 cards	10,000 per year	.065 ea

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2.	*ASSESSMENT APPOINTMENT FORM*	Letter size page 20lb. light yellow paper, cut in 2 parts-double sided print-black ink	6,000 per year	.049 ea
3.	*BUSINESS CARDS*	3½"x2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering, Single sided print-500 per box, landscape layout	5,000 per year	35.80 BX
4.	*COMMUNITY SERVICE RESTITUTION (CSR) ID CARD*	Letter Size Page (8½"x11")Page Size, 110 lb. paper 4 cards per page, Black ink printing, double sided print, cut into 4 cards	6,000 per year	.076 ea
5.	*COURT INFORMATION FORM*	Letter Size Page (8½" X 11), 20 lb. Paper-double sided print, black ink printing	5,000 per year	.037 ea
6.	*COURT NOTES*	Letter Size Page (8½"x11), single sided print, black ink printing	4,000 per year	.036 ea
7.	*DELINQUENT LETTER for DEFENDANT*	Letter Size Page (8½"x11")-Black ink printing-Double sided print English/Spanish	15,000 per year	.028 ea
8.	*ENVELOPES W/LOGO*	#10 No Window Envelope. (4⅛"x9 ½"), Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window	40,000 per year	17.00 BX
9.	*ENVELOPES W/LOGO*	Size (4⅛" x 9 ½"), Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window,	20,000 per year	19.00 BX
10.	*ENVELOPES W/LOGO*	Custom Size (3⅝"x8⅝") Special Window (3" across by 1 down) Black ink Inside Blue Tint	30,000 per year	.099 ea
11.	*FAMILY HISTORY INFORMATION*	Letter Size Paper (8½" X 11") 20 lb, double sided-Flat Black ink print, English/Spanish	6,000 per year	.0315 ea
12.	*HOME VISIT CARDS*	Letter Size Page (8½" x11"), Double sided print, black ink flat print, 110 lb. paper, 6 cards per page, cut into 6 cards-English/Spanish	10,000 per year	.077 ea
13.	*INTAKE APPT. REFERRAL*	Letter Size Page (8½" x11"), Double sided print, black ink flat print- light green 20 lb	8,000 per year	.03 ea
14.	*MONTHLY REPORT (by mail)*	Letter Size Page(8½" x11"), Double sided print, black ink printing English/Spanish	6,000 per year	.0315 ea
15.	*PAMPHLETS*	Letter Size Page (8½" x11"), Tri Fold-Glossy 32 lb paper, Double sided flat multi color print, Premium Presentation Paper	20,000 per year	.087 ea
16.	*RECEPTIONISTS SLIPS*	Letter Size page (8½"x11"), 20lb White Paper, Black flat print, cut in 8 parts	20,000 Per year	.026 ea
17.	*TRAVEL PERMIT SLIPS*	Letter Size Page (8½" x11") Double Sided Print, Black flat print 110 lb paper, cut into 4.	10,000 Per year	.03 ea

I) AUDITOR'S OFFICE

	Description		Estimated Qty	UNIT PRICE
1.	*LETTERHEAD PAPER*	8.5"x11", #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 (1st page)	2,000	.29 ea
2.	*LETTERHEAD PAPER*	8.5"x11", #24 lb Fine quality Bond Paper, one sided print, flat, w/gray watermark seal 500 per ream 25% Cotton (continuation page)	500	.19 ea

J) PRECINCT 3

Commissioner Joe Flores

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½" X 2", Ink -Black Raised Lettering, w/Gold Foil Seal, Single sided print, portrait business card layout, 500 per each	1 box of 500	101.50 BX
2.	*ENVELOPES W/LOGO*	Size 4⅛" x 9½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2 boxes /500	113.50 BX
3.	*LETTERHEAD PAPER*	8.5" X 11", #20 Fine quality Bond White Linen Paper one sided print, raised blue ink print, gold foil stamp seal w/blue lettering, 500 sheets per ream	2 boxes /500	169.00 RM
4.	*LETTERHEAD PAPER*	8.5" X 11", White Linen Paper Blue ink.	2 boxes /500	93.00 RM
5.	*PARKING PERMIT*	3½"x 5½" Single sided print, White paper w/red lettering, glue bind top, 50 sheets per booklet perforated at the top 2 staples	12/50 sheets	6.99 ea

K) CONSTABLE PRECINCT 1

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	size: 3½"x2", Blue Ink, w/Watermark Seal (twelve individuals) Single sided flat print, Landscape layout 12KK CIS	500 per box	43.00 BX
2.	*NOTICE/AVISO–DOOR HANGER CARD*	size: 8½"x3¾ ; Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000	.12 ea

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3.	*TICKET BOOK*	size: 5¼" x 7¾" 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, Starting #varies Top Bind	200 books of 50 pages per bk	6.50 BK
4.	*VEHICLE IMPOUNDMENT INVENTORY RECORD*	size:8 ½x1"; 3 Part NCR, paper color sequence-white, canary yellow and pink, rod, black ink, single sided flat print, 25 sheets per book wrap around perforated	100 bks of 25 sheets per bk	6.50 BK

L) CONSTABLE PRECINCT 2

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	Size: 3½"x2", ivory linen paper; flat print; color print; gold badge, blue, black ink, single sided print, landscape layout 80 lb	14 bxs of 500	49.00 BX
2.	*ENVELOPES*	Size 4⅛" x 9½", standard envelopes, flat print, black ink,	4 boxes of 500	197.00 BX
3.	*LETTERHEAD PAPER*	size : 8½ x11",white or ivory linen paper and full color printing, one sided print, flat print, black/gray ink, watermark seal, 5,000 sheets per box	2 boxes	1069.00 BX
4.	*OFFICIAL RECEIPTS for CONSTABLES FEES*	3 part NCR–Paper Color Sequence– white, canary yellow, pink, black ink, single sided flat print number sequence black ink, three (3) receipts per page, 100 sheets per book, 50 sets per book ;die cut (tear out rcpt) wrap around perforated, side glue bind	3 books	29.00 BK
5.	*TICKET BOOK*	size: 5¼"x7¾"–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, top bind	50 books of 20 sheets per bk	7.50 BK
6.	*WARNING FLYERS/ ADVERTENCIA FLYERS*	Size: 8½" x11", peel stick, neon yellow, black ink one sided flat print (English / Spanish)	4 boxes of 5,000	1278.60 BOX

M) CONSTABLE PRECINCT 3

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½"x2",blue and gold ink raised lettering, w/seal two colors blue/gold, single sided print, 500 per box, 8 individuals, landscape layout 80 lb	500 per box per order	35.80 BX
2.	*BUSINESS CARDS*	3½"x2",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	38.50 BX
3.	*ENVELOPES*	Size4⅛"x9½", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	4 bxs /500 per order	26.00 BX
4.	*LETTERHEAD PAPER*	8.5x11",#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	69.00 RM
5.	*NOTICE/AVISO- DOOR HANGER CARD*	8½"x3¾";black ink, double sided flat print (english one side-spanish other side) neon orange card stock w/die cut	2,000 per order	.12 ea
6.	*OFFICIAL RECEIPT FOR CONSTABLES FEES*	3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, single sided flat print ,Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, 50 sets per book ;Die cut (tear out receipt) Side Glue Bind;	2 books	45.00 BK
7.	*TICKET BOOK*	5¼"x7 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, Top Glue Bind	40-booklets per order	8.91 BK
8.	*VEHICLE IMPOUNDMENT INVENTORY RECORD*	7½"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	8.10 BK
9.	*WARNING BOOK*	2 parts NCR, paper color sequence-white , golden rod, wrap around cover perforated, 50 sets double sided print, black and red ink flat print, number sequence in red ink,	50 sets per book	9.00 BK
10.	*WARNING FLYERS/ ADVERTENCIA FLYERS*	ENGLISH-Size 8 ½"x11", Peel Stick, Neon Orange, Black Ink one sided flat print; SPANISH-Size 8½"x11", Peel Stick, Neon Limeade Green, Black Ink one sided flat print	750 sheets per order	.36 ea
11.	*WARNING NOTICE TO VACATE*	Size 8½"x11, Peel Stick, Neon Yellow, Black Ink one sided flat print,	750 sheets per order	.36 ea

N) COUNTY CLERK'S OFFICE

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	*SUPERVISORS* -3½"x2",Gray linen, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	30 boxes of 500 per order	82.00 BX

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2.	*BUSINESS CARDS*	*COLLECTORS* -3½" x 2", White smooth card, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	2,500 per order	64.00 BX
3.	*BUSINESS CARDS*	*GENERAL OFFICE* -3½"x2",Double Sided, 2 inks, fronts has raised black seal, blue ink raised lettering, w/black raised seal and lettering back side flat back letters, 500 per box, landscape layout	30 boxes of 500 per order	64.00 BX
4.	*CLERK'S REPORT CARD*	Index Card-4"x 6 ½",110# Index, 1 ink, black, flat lettering, one side	1,000 per order	.057 ea
5.	*ENVELOPES* no window	SMALL-#28 White wove, white envelopes,7½"x10½", Blue ink flat lettering, with black seal peel and seal , without window, 2 inks, one sided flat print, black seal w/blue flat lettering,	6,000 per order	.189 ea
6.	*ENVELOPES* no window	MED-#28-White wove , white envelopes , 12"x 9" Blue ink flat lettering, with black seal, peel and seal , without window,2 inks, one sided flat print, black seal w/blue flat lettering,	6,000 per order	.189 ea
7.	*ENVELOPES* no window	LARGE-#28-White wove, white envelopes,12"x15½" Blue ink flat lettering, with black seal, peel and seal, without window,2 inks, one sided flat print, black seal with blue flat lettering	6,000 per order	.29 ea
8.	*ENVELOPES COLLECTIONS* with window	Size 4 1/8 " x 9 ½ ", #10 Standard white envelopes with window, 1 ink-black logo & black flat lettering on one side, **regular gum**	30 boxes of 500 per box	17.97 BX
9.	*ENVELOPES COLLECTIONS-* with window	Size 4 1/8"x9½ ", #24 envelopes with window #24 Canary yellow, 2 ink, one sided flat print, black seal w/ black flat lettering and red "FINAL NOTICE", self seal, black logo & black flat lettering on one side, **regular gum**	30 boxes of 500per box	27.00 BX
10.	*ENVELOPES-OFFICE* with window	Size4 ⅛"x 9½",#10 Standard Envelopes with window 2 inks, one sided flat print, black seal with blue flat lettering, , (peel and seal)	30 boxes of 500 per box	48.00 BX
11.	*ENVELOPES-OFFICE* without window	size 4⅛ x9½,#10-standard envelopes, no window, 2 inks, one sided flat print, black seal with blue flat lettering (peel and seal)	30 boxes of 500 per box	41.00 BX
12.	*LETTERHEAD PAPER*	#20-8 ½"x11", Fine quality White Bond Paper 25 % cotton, one sided flat print, black seal with blue flat lettering, watermark seal, 500 per ream,	30 reams of 500 sheets	37.00 RM
13.	*NEWLYWED LETTER*	#70-8.5"x11", fine quality white bond paper, 2 color front and 2 color back, blue//black ink, double sided, flat print (english & Spanish)60 lb	10,000ea	.049 ea
14.	*RECREATIONAL REGULATIONS CARDS*	FISHING-3½" x 2"double sided print, black, blue, red, green ink, shading-light blue	1,000 ea	1.05 ea
		HUNTING-3½"x2", Double sided print, black, blue, green ink, shading light blue	1,000 ea	1.05 ea
15.	*SCRATCH PADS*	Note pad 80 pages per tablet -4¼"x7",500 count 2 inks, one sided flat print, black seal with blue flat lettering round corners	500 pads	1.99 PAD

O) COUNTY COURT AT LAW # 6

Judge Albert Garcia

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3 ½" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Landscape Layout, 500 per box 25 % cotton	1,000	39.00 BX
2.	*ENVELOPES- without window*	size 4 ⅛" x 9 ½", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25 %cotton	1,000	.169 ea
3.	*LETTERHEAD PAPER*	8.5" x 11", #20 fine quality bond paper one sided print, raised blue ink print gold ink stamp seal,25%cotton	5,000	.127 ea

P) DISTRICT ATTORNEY

	Description		Estimated Qty	UNIT PRICE
1.	*AUTHORIZATION FOR MEDICO LEGAL EXAMINATION*	8.5"x11" Paper size, 3 Part NCR, Paper color sequence-White, Canary Yellow and Pink, Black ink printing, Single sided print	1,000	.164 ea
2.	*CHECK WRITER FLYERS*	9.5"x11" Letter size paper, Canary Yellow Paper w/ white and red lettering on black background, Heavy weight paper, coated 80-110 lb. paper	500	.218 ea
3.	*CHECKS RECEIPT*	8.5"x11" Letter size Paper, watermark gray seal and lettering, 2 receipts per page, Perforated	5,000	.0258 ea
4.	*CRIMINAL MANILA FOLDERS*	Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print, 1,000 per box... Felony	10 boxes of 1,000	.192 ea
5.	*MANILA FOLDER*	Special die cut end with printing	10,000	.289 ea
6.	*MISDEMEANOR COMPLAINTS*	8.5" X 11" Letter size paper,3-part NCR, Black ink printing, continuous feed pink, canary, blue	10,000	.086 ea
7.	*VICTIM IMPACT STATEMENT*	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	.053 ea

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8.	*WORTHLESS CHECK AFFIDAVIT*	2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	9000	.567 ea

Q) DISTRICT CLERK'S OFFICE

	Description		Estimated Qty	UNIT PRICE
1.	*ENVELOPES- with window*	Size 4 ⅛" x 9 ½", standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window	20,000	.036 ea
2.	*ENVELOPES- without window*	Size 4 ⅛" x 9 ½", standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window no windows	20,000	.035 ea
3.	*ENVELOPES-with window*	Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, Black and Red ink and black ink seal, Light Blue Envelopes, with Window	120,000	.0279 ea
4.	*ENVELOPES- without window*	Size 3.875x 8.875", Standard Envelopes# 9-24, flat Print, black ink and watermark seal, Canary Yellow Envelopes, No Windows; black flat lettering on one side, self seal, additional operation: send away envelope	120,000	.0265 ea
5.	*ENVELOPES- without window*	#28-White wove, white envelopes, 12" x 9" Gray & Black ink flat lettering, with without window,, one sided flat print, white seal w/black flat lettering,	5,000	.129 ea
6.	*JURY SUMMONS FORM*	Size 8.5"x14"; #24 White paper Red & black inks; partial vertical and horizontal perfs for badge; 2 sided	60,000	.039 ea
7.	*LETTERHEAD PAPER*	8.5" X 11",Recyled Bond Paper; one sided flat print, with black flat lettering, watermark seal, ,	20,000	.055 ea

R) EMERGENCY MANGEMENT

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3 ½" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Layout, 500 per box 25 % cotton	1,000	38.50BX

S) FIRE MARSHAL

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3 ½" x 2", black flat lettering, with Gold Ink Seal & badge blue flat lettering, double sided Print, landscape Layout, 500 per box 25 % cotton Full color, Printed on two sides, White Stock	1,000	53.00 BX

T) H.I.D.T.A. TASK FORCE

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	3½"x2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout 80 lb cover	500 bx	35.80 BX
2.	*DIVIDERS MULTI-COLOR*	9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400 sets	1.47 SET
3.	*ENVELOPES-without window*	Size 4⅛"x 9½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, without window 24 lb 25 % Cotton	1,000	.129 ea
4.	*INVESTIGATIVE FILE JACKET*	Page size: 9" x12 7/8 , Canary Yellow Tag Board, Black ink front & back of front cover page only back page blank w/ two hole punch on top (centered) 140 lb(case file covers)	1,000 per order	.589 ea
5.	*INVESTIGATIVE FILE JACKET*	9"x12 7/8 " Page size, Light Blue Tag Board, Black ink front & back of front cover back page blank w/ two hole punch on top (centered) 140 lb (case file covers)	1,000 per order	.589 ea
6.	*LETTERHEAD PAPER*	8.5"x11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 24 lb 25 % Cotton	1000 per order	.129 ea
7.	*MAILING LABELS*	3"x4" flat print, black ink w/gold ink stamp, 500 per roll	500 per roll	.358 ea
8.	*NAME PLATE*	wood base, w/black, brass double mounted, w/2 seals, w/name and title	On as needed basis	135.00 ea
9.	*RECEIPT FOR FORMS*	8.5" x11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print	500	.12 ea
10.	*VEHICLE IMPOUNDMENT REPORT*	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	.259 ea

U) HUMAN RESOURES

Description	Estimated Qty	UNIT PRICE

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1.	*BUSINESS CARDS*	3½"x2",blue ink raised lettering/gold ink stamp w/blue raised lettering, single sided print-500 per box, landscape layout white linen 80lb	500 per box	39.90 BX
2.	*ENVELOPES W/LOGO*	Size 4⅛"x9½", 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	139.00 BX
3.	*LETTERHEAD PAPER*	8.5"x11",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	121.00 RM

V) JUVENILE JUSTICE CENTER

	Description		Estimated Qty	UNIT PRICE
1.	*ENVELOPES-no window*	Size 4⅛" x9½", 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	17.90 BX
2.	*LETTERHEAD PAPER*	85"x11",#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	29.50 RM

W) PUBLIC DEFENDER'S OFFICE

	Description		Estimated Qty	UNIT PRICE
1.	*BUSINESS CARDS*	Size: 3½"x2", Black ink raised lettering, w/raised gold seal and lettering, Single sided print-500 per box, landscape layout	25 boxes of 500	35.80 BX
2.	*ENVELOPES- with window*	Size 4 ⅛"x9½", Standard Envelopes, flat print blk, foil gold County seal with window envelope	8 box of 500	133.00 BX
3.	*ENVELOPES- without window*	Size 4 ⅛" x 9½", white wove , standard envelopes, flat print blk, gold foil county seal without window	8 box of 500	129.00 BX
4.	*LETTERHEAD PAPER*	8.5"x11", #20 Fine quality White Bond Paper-Ivory, one sided print, flat print blk, foil gold County seal	3 Reams of 500	121.00 RM

X) SAFETY DIVISION

	Description		Estimated Qty	UNIT PRICE
1.	*ENVELOPES- without window*	size 4⅛" x9½", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25 %cotton	1,000	.169 ea

Y) SHERIFF'S OFFICE

(Jail Dept)

	Description		Estimated Qty	UNIT PRICE
1.	*BAIL BOND FEE REFUND FORMS*	8½ "x11" 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	.26 ea
2.	*INMATE REQUEST FORMS*	8½"x11" Page Size, Single sided print, black ink print, 3-Part NCR, All copies white paper, top binding all white snap	30,000 ea	.0602 ea

(Law Enforcement Dept.)

	Description		Estimated Qty	UNIT PRICE
3.	*ADMINISTRATIVE ACTION FORM*	Size 8½"x5", Single sided print, black ink print, 2-Part NCR, Paper color sequence: White, Canary Yellow, top glue	10,000	.049 ea
4.	*BUSINESS CARDS*	3½"x2"; 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	39.00 BX
5.	*BUSINESS CARDS*	3½"x2"; 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	52.00 BX
6.	*CHECKS Sheriff's Fee Account*	check size: 8.25"x3.5"; blue safety; black ink; 3 to sheet with voucher, numbered; 300 qty above 3 on yields 900 checks	300 qty	.55 ea 165.00 =roll
7.	*CHECKS Sheriff's Trust Fund*	check size: 8.25"x3.5"; yellow safety; black ink; 3 to sheet with voucher, numbered; 300 qty above 3 on yields 900 checks	300 qty	.55 ea 165.00 roll
8.	*CHILD ID CARD*	8½"x5½" Manila stock paper, 2 color dark blue (possibly 000033 or 000066) with seal gold/blue color w/double sided tape ½'x2" back to Back printing, score across center of paper	5,000	.139 ea
9.	*CITATION BOOKS*	Size:8½"x5",top binding (Perforated) Black ink print and red ink, 4 carbonless paper with each one having it's only individual printing in the back, (1st white paper with black and red ink, 2nd yellow paper with black and red ink, 3rd pink paper with black and red ink, and 4th paper blue paper with	25 per book 250 books	4.72 BK

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		black and red ink. With Sheriff's logo (Blk) in the middle of each carbonless paper. Wrap around book		
10.	*CIVIL and WARRANTS WRIT of POSSESSION NOTICE*	8½"x11" Card Stock Single sided print, red ink print, Label stock	1,000	.215 ea
11.	*DEPOSIT SLIP BOOKS Sheriff's Fee Account*	2-part carbonless; black ink (white, canary) 50 sets per book; 800 qty above yields- 800 slips, 16 books, 50 sets per book	16 books	9.07 BK
12.	*DEPOSIT SLIP BOOKS Sheriff's Trust Account*	2-part carbonless; black ink (white, canary) 50 sets per book; 800 qty above yields- 800 slips, 16 books, 50 sets per book	16 books	9.07 BK
13.	*DEPUTATION*	8.5 x14.; 24# bond, reflex blue and black ink on 2 sides, shrink wrap in 500's 20lb	300	.29 ea
14.	*DIC-24 Statutory Warning*	8.5 x11, 15#cb white, 14.5#cf yellow carbonless paper, black ink 1 side, shrink wrap in 250's	100	.29 ea
15.	*DIC-25 Notice Of Suspension*	temp. driving permit--8.5x 11, 15#cb white, 14.5#cf yellow, carbonless paper, black ink 2 sides, shrink wrap in 250's 2 part padded	100	.29 ea
16.	*ENVELOPE*	5½"x3¼", manila envelope, black ink, front side print	3,000	.12 ea
17.	*ENVELOPE – Latent Print*	size:6½"x3½",white envelope, black ink, one front side print	2,000	.067 ea
18.	*EVIDENCE CARDS*	5"x4¼" Card Stock, White Paper, Single sided print, Black ink 67 lb	6,000	.0215 ea
19.	*EVIDENCE/INVENTORY CONTROL REPORT*	8½"x14"; single sided print, black ink print, 3-part NCR, paper color sequence: white, canary yellow, pink,	1,000	.229 ea
20.	*FIELD INTERVIEW CARDS*	8½"x5½"; double sided print, black ink print, Hidalgo County Sheriff's emblem on the upper left hand corner. (front) (back) SYNOPSIS: 13 LINES	5,000	.021 ea
21.	*IMPOUND BOOKS*	8"x5" sheet top binding (Perforated) with a manila cover 8", Black Ink, 4 part carbonless sheets 1st is white, 2nd is yellow, 3rd pink, and 4th orange with no printing in the back wrap around book white, yellow, pink, orange	25 per book 100 books	6.59 BK
22.	*JR. SHERIFF BADGE STICKERS*	3" Roll, black background with gold foil seal	5,000 sticker	.054 ea
23.	*LATENT FINGERPRINT INDEX CARD*	Size 3"x5", White, Black ink print, front side print; back glossy side	5,000	.039 ea
24.	*MAINTENANCE BOOKS*	size: 9"x5½", 1st White carbonless paper, 2nd yellow paper, Black ink, front print top binding (Perforated)	25 per bk 250 bks	2.11 BK
25.	*MOTOR POOL Service Request*	8½" x3¾" Blk lettering	1,000	.049 ea
26.	*MOTOR POOL- Service Request Sticker*	4"x2" Blk Lettering roll	1,000	.073 ea
27.	*NAME PLACEMENT CARD*	10"x 8"- Beige card stock (FFCC66) Ink color dark brown (possibly 663300 or 330000), Score across center of card	500	.238 ea
28.	*OFFENSE REPORTS Property Reporting*	8½"x11" Page Size, White Paper, single sided print, Black ink 20lb	10,000	.023 ea
29.	*OFFENSE REPORTS- NARRATIVE*	8½"x11" Page Size, White Paper, Single sided print, black ink print 20lb	40,000	.0199 ea
30.	*OFFENSE/INCIDENT REPORTS- Front and Back*	8½"x11" Page Size, White Paper, double sided print, Black ink 20 lb	30,000	.0279 ea
31.	*OFFICIAL PHOTOGRAPH*	3"x2½", White label stock, Black ink, front side print	2,000	.094 ea
32.	*OPERATION CHILD SAFEGUARD*	17x22" Poster: Full Glossy Color 80lb glossy cover	500	1.15 ea
33.	*OPERATION CHILD SAFEGUARD FLYERS*	8½"x11" Page Size, 80 lb gloss cover paper 4 color process	5,000	.077 ea
34.	*RECEIPT BOOK- Inmate Trust*	7.25x11 (4 up manifold Book/Numbered) 3 part carbonless (white, yellow, pink) NOTE 3rd. page without manifold Black 1-side, All parts the same 4 up receipt book, Repeat order sequential number	50 sets per book 200	5.45 BK
35.	*RECEIPT BOOK- Official Receipt for Sheriff's fee's*	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfing white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	9.79 BK
36.	*RECEIPT BOOK- Official Receipt for Sheriff's Trust Funds*	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfing white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	9.79 BK
37.	*RECRUITMENT FLYERS*	8½"x11" Page Size, 80lb gloss print 4 color both sides , tri-fold (score)	5,000	.11 ea
38.	*THE STATE OF TEXAS STATEMENT OF ELECTED/APPOINTED*	8.5x11; 20# bond, reflex blue & black ink 1 side, pad in 100's shrink wrap in 500's	300	.20 ea

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	OFFICER			
39.	*TIME EARNED/ABSENCE REQUEST FORM*	8½"x11"; Single sided print, black ink print, 3-Part NCR, top binding (Perforated) Paper Color Sequence: Blue, Yellow Pink	5,000	.119 ea
40.	*VICTIM'S BILL OF RIGHTS PAMPHLET*	8½"x5¾"-white card Ink color black to be folded(3) tri-fold(score) 110 lb	5,000	.055 ea

Z) TAX ASSESSOR COLLECTOR

	AUTO LICENSE/TAX OFFICE		Estimated Qty.	UNIT PRICE
1.	*BUSINESS CARDS*	3½ "x2", black ink raised lettering, w/ gold raised stamp w/gold raised lettering, single sided print- landscape layout	1,000 per order	39.00 BX
2.	*BUSINESS CARDS*	3"x2", black ink raised lettering, w/ gold raised stamp w/gold raised lettering, single sided print- landscape layout	500 per order	35.80 BX
3.	*ENVELOPES without window*	Size:37/8 x 8 7/8" ; #9 return envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window	5,000	.037 ea
4.	*ENVELOPES without window*	Size 4⅛"x9½", #10 standard envelopes ,flat black print, w/black flat print seal 500 per box, with no window (tax assessor/collector)	20,000 per order	.031 ea
5.	*ENVELOPES with window*	Size 4⅛"x9½", standard window, rev flap, 24# ww, diagonal seam, gum seal printed	60,000 per order	.0295 ea
6.	*LETTERHEAD PAPER*	8.5"x11", 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	5,000	.16 ea
7.	*WATERMARK PAPER*	8.5"x11"; Bound paper, bond, rely, Rio Grande Valley Watermark	100	N/B
	AUTOMOBILE DEPT PLUS ALL SUBSTATIONS			
8.	*BUSINESS CARDS*	3½" x2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print-landscape layout	500 per order	35.80 BX
9.	*COUNTY LIQUOR PERMIT*	Letter size (8 ½" x 11"), 3-Part NCR –Paper sequence (white, canary & pink) #17 One sided print-flat print black and red only for, pre-numbered red and title of form	150 50 per pack	6.29 PK
10.	*DEPUTATION CARDS*	Size: (3.875" x 2.375") index card-light green paper stock # 110 black ink flat print, rounded corners 67 lbs	250	.35 ea
11.	*ENVELOPES without window*	Size 6 ⅛" x 12 ½"), Standard Brown Envelopes, flat black print, w/ black flat print seal 500 per box, without windows (auto license plate envelope)	7,500	.271 ea
12.	*ENVELOPES without window*	Size (10 ½"x7 ½") Double-prong metal clasp w/reinforced eyelets for a secure closure Brown Clasp Envelopes/ 100 per box w/ black ink printing and black ink seal (TABC envelope)	10 bxs of 100	36.50 BX
13.	*LETTERHEAD PAPER*	8.5"x11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream25% Cotton	5,000	.16 ea
14.	REFUND SLIPS	Size 7x3.25 off set , white 50# black padding with chipboard	3000 per order	.044 ea

AA.) TREASURER'S OFFICE

	Description		Estimated Qty	UNIT PRICE
1.	BUSINESS CARDS	3½"x2", GREEN ink Raised Lettering, w/ GREEN Seal w/ GREEN lettering, Single sided, landscape layout 80lb cover	500 per box	35.80 BX
2.	ENVELOPE -large window	envelope 5 ½ x 8 ¾, 2 ¾" x 5 ½ " window ½" from left 5/8 from top on 20lb paper	5,000 per order	.22 ea
3.	ENVELOPES with window	Size 4⅛"x 9½", Standard Envelopes, flat GREEN lettering, w/GREEN and gold seal w/ GREEN flat lettering seal with window	5,000 per order	.115 ea
4.	ENVELOPES without window	Size 4 ⅛"x 9 ½", Standard Envelopes, flat GREEN lettering, w/ GREEN and gold seal w/ GREEN flat lettering seal without window	5,000 per order	.0358 ea
5.	LETTERHEAD PAPER	8.5"x11", #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	104.00 RM
6.	RECEIPT–county seal	8.5"x 11" with County Seal in black	15,000 per order	.021 ea
7.	TREASURY MANUAL RECEIPT BOOK	8.5" x11." Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, One sided print-flat print black and red only for, pre-numbered red 2-booklets; 50 sheets per book	2 booklets	21.75 BK

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EXHIBIT "C"
INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/28/2015

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 Connelly & Bartnesky Insurance Agency 1209 E. Harrison, Suite A PO Box 2839 Harlingen, TX 78550	CONTACT NAME: Eddie Bartnesky PHONE (A/C, No, Ext): (956) 425-8821 FAX (A/C, No): (956) 425-0894 E-MAIL ADDRESS: eddie@connellybartnesky.com
INSURED Gulf Data Products E.A. Stone Inc. 810 E Harrison Harlingen, TX 78550	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Ohio Security Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X						
	☑ COMMERCIAL GENERAL LIABILITY			BZS56727269	05/28/2015	05/28/2016	EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ☑ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	☑ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

CERTIFICATE HOLDER

Hidalgo County
2802 S Business 281
Edinburg, TX 78539

CANCELLATION

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

Eddie Bartnesky

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/04/2016

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: STATE FARM INSURANCE ROBERT ELIZALDE, AGENT 5107 S MCCOLL RD EDINBURG, TX 78539	CONTACT NAME: OMAR RIVERA PHONE (A/C, No, Ext): 956-683-9800 FAX (A/C, No): 956-683-9810 E-MAIL ADDRESS: OMAR.RIVERA.KOTN@STATEFARM.COM
INSURED: RICHARD K. KANIPE GULF DATA PRODUCTS 1805 OAKS RD EDINBURG, TX 78539	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : State Farm Mutual Automobile Insurance Company — 25178 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
								$
A	AUTOMOBILE LIABILITY			167 8540-C06-53-001	03/04/2016	09/06/2016	COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$ 500,000
	ALL OWNED AUTOS / SCHEDULED AUTOS (X)						BODILY INJURY (Per accident)	$ 500,000
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$ 500,000
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? Y / N						E.L. EACH ACCIDENT	$
	(Mandatory in NH) N / A						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

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

2005 TOYOTA HIGHLANDER JTEGD21A150111763

CERTIFICATE HOLDER

HIDALGO COUNTY
2802 S BUSINESS HWY 281
EDINBURG, TX 78539

CANCELLATION

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

Omar Javier Rivera

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ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/4/2015

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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	CONTACT NAME: Elsa Gonzalez
RICK VILLARREAL INS AGENCY 2116 W University Dr Edinburg, TX 78539	PHONE (A/C, No, Ext): (956) 383-7001 FAX (A/C, No): (956) 383-7009 E-MAIL ADDRESS: elsagonzalezz@yahoo.com

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A : Farmers Truck Insurance Exchange	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED: Gulf Data Products
E.A. Stone Inc.
810 E Harrison
Harlingen, TX 78550
956-421-5711

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [x] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [x] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [x] POLICY [ ] PRO-JECT [ ] LOC	x		60191-95-32	06/01/2014	06/01/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			A07076872	04/18/2015	04/18/2016	[x] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

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

CERTIFICATE HOLDER

Hidalgo County
2802 Business US 281
Edinburg, Tx 78539

CANCELLATION

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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Zimbra **evangelina.garcia@co.hidalgo.tx.us**

RE: Contract-General Printing Services and Related Supplies

From : Steve Crain <scrain@atlashall.com> Thu, May 28, 2015 09:25 AM
Subject : RE: Contract-General Printing Services and Related Supplies
To : 'Evangelina Garcia' <evangelina.garcia@co.hidalgo.tx.us>

It is fine except for the insurance.

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Thursday, May 28, 2015 8:17 AM
To: Steve Crain
Cc: Martha Salazar
Subject: Re: Contract-General Printing Services and Related Supplies

Good Morning Mr. Crain;
Attached is the revised document as requested for your review and approval and as Marty indicates below, while the vendor has been informed of securing an updated general liability accord.

Thank you,

Vangie Y. Garcia, Contract Manager
Hidalgo County Purchasing Department
2812 S. Business Hwy. 281
Edinburg, Texas 78539
Email: evangelina.garcia@co.hidalgo.tx.us
Phone: 956-292-7000-Ext. 4856

From: "Martha Salazar" <martha.salazar@co.hidalgo.tx.us>
To: "Evangelina Garcia" <evangelina.garcia@co.hidalgo.tx.us>
Sent: Wednesday, May 27, 2015 2:26:58 PM
Subject: Fwd: Contract-General Printing Services and Related Supplies

Response.

From: "Steve Crain" <scrain@atlashall.com>
To: "Martha Salazar" <martha.salazar@co.hidalgo.tx.us>
Sent: Wednesday, May 27, 2015 2:14:47 PM
Subject: RE: Contract-General Printing Services and Related Supplies