



Hidalgo County Purchasing Department

2812 S. Business Highway 281

New Administration Building

Edinburg, Texas 78539

(956) 318-2626/ Fax: (956) 292-7612

MEMORANDUM

(Approval of Specifications)

To: Renan Ramirez, Chief Information Officer via email: renan.ramirez@co.hidalgo.tx.us
Hidalgo County Information Technology

Rey Salazar, Director, via email: rey.salazar@co.hidalgo.tx.us
Hidalgo County Budget & Management Department , Strategic Planning Division

Marianella Canton, *Planning Analyst III* via email: marianella.canton@co.hidalgo.tx.us
Hidalgo County Budget & Management Department, Strategic Planning Division

From: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Dept.

Date: June 24, 2016

Re: Bid No. 2016-236-00-00-SMA-Approval of Specifications for *Hidalgo County-“PRINTING and MAILING of POST CARDS (warrants and/or reminders)”*

Please review the following SPECIFICATIONS and verify if all requirements are met by signing below and indicating APPROVE (or) DISAPPROVE. If the modified specifications are NOT met, make any and all additional modifications necessary and return the revised copy to purchasing department.

If you have any questions, please call me at (956) 318-2626 ext# 4865.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: YES / NO / Other

(Specify) _____

BUDGET ACCOUNT #: 6-1100-415-200-002-4

	RENAN RAMIREZ	I.T.	06/27/16
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: sandra.montalvo@co.hidalgo.tx.us by no later than, June 24, 2016, @ 10:00 a.m.

Enclosures

Bid No: 2016-236-00-00-SMA

Buyer : Sandra Montalvo

Tel. No: (956) 318-2626

REQUEST FOR BIDS

HIDALGO COUNTY

***“Printing and Mailing of Post Cards
(warrants and/or reminders)”***

BID OPENING DATE: July 00, 2016 @ 9:30 a.m.

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



Form HCPD-03

- 1) Sealed bids will be received for Hidalgo County- "Printing and Mailing of Post Cards (warrants and/or reminders)" 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 and or/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: Bid No.: 2016-236-00-00-SMA- Hidalgo County- "Printing and Mailing of Post Cards (warrants and/or reminders)" and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas, **on or before 9:30 A.M, WEDNESDAY, July 06, 2016.** **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 No.: 2016-236-00-00-SMA- Hidalgo County- "Printing and Mailing of Post Cards (warrants and/or reminders)"** Hidalgo County reserves the right to refuse and reject any/all bids and to waive any/all formalities or technicalities, or to accept the bids considered the best and most advantageous to Hidalgo County.
- 3) Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."
- 4) The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.
- 5) For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
- 6) Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
- 7) No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.
- 8) Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
- 9) Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

- 10) County reserves the right to accept or reject any or all Bids.
- 11) Costs are to be net F.O.B., County Prepaid.
- 12) County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
- 13) Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
- 14) Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
- 15) **DELIVERY INSTRUCTIONS:**
- No deliveries accepted after 3:00 P.M., Monday-Friday
 - At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
 - If you need additional information call the office listed below:
Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626
- 16) **BILLING AND PAYMENT INSTRUCTIONS:**
- Invoices must include:
 - 1) Name and address of successful bidder
 - 2) Name and address of receiving department or official
 - 3) Purchase Order Number (if any)
 - 4) Notation-Hidalgo County "Printing and Mailing of Post Cards (warrants and/or reminders)
Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
 - 5) Contract number must be indicated on all invoices
 - Discount payments will be considered when offered.
 - Contact person for Billing and Payment questions:
Hidalgo County Auditor's Office
2808 S. Business Hwy 281
Edinburg, Tx 78539
(956) 318-2511

17) **SCHEDULE OF EVENTS**

Bid Opening, 9:30 A.M.	July , 2016
Award of Contract	, 2016
Commence Work or Deliver Products	, 2016

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. Register at SAMs System for Award Management @ www.sam.gov.**
- 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.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

20) DISCLOSURE OF CONFLICT OF INTEREST

Effective January 1, 2016, 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.

Completed Form CIQ must be submitted to the Hidalgo County Clerk’s Office located at 100 N. Clossner, Edinburg, Texas 78539 - Hidalgo County Courthouse.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT.

21) CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFB packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the **RFB Project No. (2016-236)**, as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to: sandra.montalvo@co.hidalgo.tx.us, Hidalgo County cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed and notarized may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

THE AWARDED VENDOR WILL HAVE THIRTY (30) DAYS TO SUBMIT THE SIGNED NOTARIZED FORM 1295. HIDALGO COUNTY CANNOT ENTER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.

- 22) 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 the County.
- 23) Bids, and all goods and services provided hereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
- 24) 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.
- 25) 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.
- 26) Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.
- 27) 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.
- 28) 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.

- 29) 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.
- 30) 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.
- 31) The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
for

Hidalgo County- "Printing and Mailing of Post Cards
(warrants and/or reminders)

To: Martha L. Salazar, CPPB, Purchasing Agent
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
“*PRINTING and MAILING of POST CARDS*
***(warrants and/or reminders)*”**
RFB No.: 2016-236-00-00-SMA

Hidalgo County is currently soliciting to contract a qualified vendor that meets and/or exceeds all specification/requirements, terms and conditions for “*Printing and Mailing of Post Cards (warrants and/or reminders)* (see sample-post card) in accordance with specifications/requirements specified herein and including, but not limited to, the following:

SCOPE:

Hidalgo County is currently soliciting to contract a qualified vendor that meets and/or exceeds the specifications/requirements, terms and conditions for “*Printing and Mailing of Post Cards (warrants and/or reminders)*” for all postage, materials, supplies, equipment, tools, services, labor and supervision necessary to print and mass mail the warrant notification cards, as specified herein.

SPECIFICATIONS and/or REQUIREMENTS:

1) PRINTING

- 1.1. Vendor will print and mail the card, with addressee and sender information according to the variables in the CSV file. (CSV file will be provided to vendor at the time of award)
- 1.2. Vendor will provide (Delivery Point Barcode) on Statement Address to comply with U.S. Postal Service regulations.
- 1.3. Vendor will provide address verification.
- 1.4. Vendor will provide Change of Address search (Look up addressee for any change of address information) CASS certification to ensure lowest discounted postage rates possible.
- 1.5. County will provide an electronic comma separated value (CSV) file.

2) POST CARD

- 2.1. **Size: 5.5" x 8.5"; bond stock**
- 2.2. **Weight: 110 LB**
- 2.3. **Estimate Quantity: 25,000 – 50,000 a year.** Hidalgo County requests pricing for approximately 25,000 –50,000 a year post cards to be printed and mailed with barcodes and variable data as specified herein. Cards may be continuous feed or cut sheet laser printed.
- 2.4 **Color and Paper Specifications:**
 - a) The stock to be ordered will be **multicolor**. The color will vary for post cards. Vendor needs to provide paper stock options with its cost.
 - b) To meet postal requirements, the paper must be at least .007" thick and not more than .016" thick.

- c) The language on the card will be in black ink. The backside of the card shall be in black ink. Please see attached sample.

3) POSTAGE RATE COST

- 3.1** Vendor must provide of different postage options, i.e. BULK, 1st Class, indicating the individual cost per post card and a service description per each option given.
- 3.2** In the event the U.S. Postal Service has a price increase after vendor has submitted their bid or after bid award, the successful vendor must write a letter to the Purchasing Department and email to rocio.villarreal@co.hidalgo.tx.us requesting a price increase. Request may only be for the increase instituted by the U.S. Postal Service. Vendor may not proceed until written approval by the Purchasing Department.
- 3.3** Bidder(s) commitment to print and deliver mail-outs to Hidalgo County on a monthly basis. must include the following:
 - a) Must be able to sort to carrier route level.
 - b) Presorts must conform to latest USPS notification.
 - c) Print selected messages in English and Spanish.

4) MASS MAILOUT INFORMATION:

- 4.1** Approximately **25,000-50,000** post cards must be mailed no later than observation containing only the information necessary to complete the mailing. Each record will be a fixed length and exported to the CSV file. File may also be transferred to vendor via FTP.
- 4.2** The zip code information provided by the Information Technology Department office is not a zip+4.
- 4.3** Vendor shall print barcodes of the card number and notice number on the face of the card in a 3-of-9 barcode font.
- 4.4** Data will be provided on CSV file. Vendor shall pick up and return the data at Hidalgo County Information Technology, 100 E. Cano, Edinburg, Texas. Information provided on the CSV file shall be utilized for NO other purpose than to produce documents required herein.
- 4.5** Samples and/or proofs must be made available to Hidalgo County Information Technology department from the test data within ten (10) days from receipt of data and must be approved in writing by Hidalgo County prior to actual printing. Corrected printing proof to be picked up by vendor no later than three (3) days after receipt of original proof.
- 4.6** Upon request, Vendor shall provide the Hidalgo County Information Technology Department with records of mailing by batch and date, including logs, or receipts provided by the USPS.

5) TERMS AND CONDITIONS

- 5.1** The term of the bid contract will be for a period of one (1) year. Hidalgo County may in its sole discretion elect the option to extend the contract for **two (2) additional one (1) year** terms under the same rates, terms and conditions.
- 5.2** Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term due to any unforeseen delay in the procurement process.

- 5.3 Hidalgo County reserves the right to award to ONE or MULTIPLE vendors if the County determines it is in its best interest to do so.
- 5.4 Hidalgo County reserves the right to award this contract on an “all or nothing basis”.
- 5.5 Hidalgo County may seek purchases/service from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.
- 5.6 Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit “C” for limits).
- 5.7 After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
- 5.8 All bidders must submit, WITH BID, at least three (3) references from clients for whom a project similar to that specified herein has been successfully accomplished. References must include client name, contact person and telephone number.

6) ADDITIONAL INFORMATION:

- 6.1 Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Hwy. 281, Edinburg, TX. 78539
- 6.2 All costs and expenses associated with the preparation and submission of (bid, proposals, statement of qualifications (RFQ) and quotes) shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.
- 6.3 **ALL WRITTEN INQUIRIES WILL BE ACCEPTED via facsimile (956)292-7612 or via e-mail sandra.montalvo@co.hidalgo.tx.us by no LATER THAN, Wednesday, July 00, 2016 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than WEDNESDAY, JULY 00, 2016 by 5:00 p.m.** Telephone Inquiries WILL NOT be accepted.

Sample POST CARDS

JUSTICE COURT x.x
STREET ADDRESS
CITY, ST, ZIP
(956) 292-7629



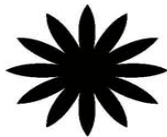
SCOFFLAW PROGRAM OFFICIAL NOTICE: Our records indicate you missed your court date! Unless your payment of the fine amount is received at once you will be charged with a "FAILURE TO APPEAR" and a

WARRANT
FOR YOUR ARREST WILL BE ISSUED!

Failure to pay your outstanding citations will result in **physical arrest** at your home or work, in addition your motor vehicle registration and driver licence renewal will be denied & additional fees will be incurred.

➔ Pay online at <http://pay.hidalgocounty.us> or visit the Justice of the Peace **immediately** at the address listed above. Please bring this card with you.

Notificacion oficial : Usted **no** se presento a corte el día de su caso. Si usted no paga su multa de inmediato, será acusado con la ofensa "FALTA DE COMPARENCIA" y una **ORDEN DE ARRESTO** será emitida con su nombre:



FIRST NAME, LAST NAME
CONSTABLE, PRECINCT X
HIDALGO COUNTY, TEXAS

PRE WARRANT NOTICE

Sorry we missed you, we will see you soon!

STREET ADDRESS
CITY, STATE, ZIP
(956) 292-7629



PAY ONLINE:
pay.hidalgocounty.us

RECEIVERS NAME
ADDRESS
CITY, ST ZIP