



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

May 14, 2018

Bidder's name

Address

City, State, Zip Code

Re: **RFB No.: 2018-089-00-00-YSI**
HIDALGO COUNTY – (All funding sources, programs & entities)
Request for Qualifications - **“General Printing Services and Related Supplies”**

Dear Gentlemen/Ladies:

Enclosed, please find the Request for Qualifications (RFB) packet. **Modifications and new requirements** have been added and implemented. Carefully read and review all instructions, Requirements and Specifications.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the Request for Bids process.

If any further assistance is required, please do not hesitate to call the Purchasing Department (956) 318-2626 ext. 4878

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLZ/tdl
Enclosures



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

TABLE OF CONTENTS
REQUEST FOR QUALIFICATIONS (RFB)
HIDALGO COUNTY (All funding sources, programs & entities)
“General Printing Services and Related Supplies”
RFQ No.: 2018-089-00-00-YSI

ITEM	DESCRIPTION	No. OF PAGES
1.	Request For Qualifications Letter	1
2.	Request For Qualifications, Legal Notice	8
3.	Exhibit A, Requirements,	3
4.	Exhibit B, Evaluation Criteria	17
5.	Exhibit C, Insurance Requirements / Insurance and Project Acknowledgement Forms	4
6.	Exhibit D, (CIQ) Conflict of Interest Questionnaire	2
7.	Exhibit E, Vendor/Bidder Application and W-9 From (s)	6
8.	Exhibit F, Certification Regarding Debarment	1
9.	Exhibit G, Title VI Appendices “A” through “E”	6
10.	Exhibit H, Proposers Affidavit	7
11.	RFB Submittal Checklist	1

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

Thank you,

Martha L. Salazar, CPPB, Purchasing Agent

Date

REQUEST FOR BIDS

HIDALGO COUNTY “General Printing Services and Related Supplies”

BID OPENING DATE

May 23, 2018

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 - 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 (Dept.) - **General Printing Services and 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 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.: 2018-089-00-00-YSI “Hidalgo County - **General Printing Services and Related Supplies**” and at County's Purchasing Department with a physical address: 2802 S. Business Hwy 281 and a mailing address: 2812 S. Business Hwy 281, Administration Building, Edinburg, Texas, on or before 9:30 A.M, Wednesday, May 23, 2018. NO FACSIMILES, EMAILS 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 “**Hidalgo County – General Printing Services & Related Supplies**” -RFB_No.: 2018-089-00-00-YSI - “**General Printing Services & Related Supplies**” 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.

Additionally, all forms listed below must be properly executed and included with your bid:

1. Legal Notice (See page 9);
 2. Bid Page- (See Exhibit “B”);
 3. Insurance pages with Acknowledgment Forms (See Exhibit “C”);
 4. Form CIQ-Conflict of Interest Questionnaire (See Exhibit “D”);
 5. Vendor Bidder Application & W-9 forms (See Exhibit “E”);
 6. Certification Regarding Debarment (See Exhibit “F”); and
 7. SAMS.gov Registration Acknowledgement (See Number 18 below).
-
- 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; C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so; D. award the contract to the responsible bidder who submits the lowest and best bid. "Lowest and best" means a bid or offer providing the best value considering associated direct and indirect costs, including transport, maintenance, reliability, life cycle, warranties, and customer service after a sale.

 - 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.

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.

- 6) No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.
- 7) Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
- 8) 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.
- 9) County reserves the right to accept or reject any or all Bids.
- 10) Costs are to be net F.O.B., County Prepaid.
- 11) 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.
- 12) 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.
- 13) 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.

14) 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

15) 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 -RFB No.: 2018-089-00-00-YSI "General Printing Services and

18) TITLE VI NOTICE/ NONDISCRIMINATION

- a) "The County of Hidalgo, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat.252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
- b) The appropriate clauses of Appendices "A" through "E" as delineated in the USDOT Standard Title VI/Nondiscrimination Assurances-Specific Assurances are hereby incorporated by reference as applicable. Title VI Appendices "A" through "E" are attached as Exhibit "G".
- c) Bidder will attach all applicable notices to which it is obligated to provide or submit as part of the bid, including Form FHWA 1273 to be submitted by all contractors and subcontractors in relation to construction contracts.

20) 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.

21) 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. Questions regarding compliance should be directed to your legal counsel.

22) CERTIFICATE OF INTERESTED PARTIES (FORM HB 1295)

- 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, a 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. (2018-089), as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed, filled out, signed and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to tanya.delira@co.hidalgo.tx.us. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit a completed Form 1295 may result in the 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 from the date the Hidalgo County Commissioner's court approves this agreement, to submit the signed Form 1295. Hidalgo County cannot enter into a contract until Form 1295 is submitted.

- 23) Effective September 1, 2017, the Texas Government Code was amended to add Chapter 2270, Prohibition on Contracts with Companies Boycotting Israel, which provides that a state agency and a political subdivision may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

Pursuant to Gov't Code Sections 2270.001(1) & 808.001(1) as amended, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By accepting this contract and/or purchase order, the Company/Vendor verifies that it does not Boycott Israel, and agrees that during the term of this contract/agreement will not Boycott Israel as that term is defined in the Texas Government Code.

- 24) 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.

- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.
- 29) 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.
- 30) 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.
- 31) 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.

- 32) 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.
- 33) 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.

REQUEST FOR BID LEGAL NOTICE
for
HIDALGO COUNTY
“General Printing Services and Related Supplies”
RFB No.: 2018-089-00-00-YSI

To: Martha L. Salazar, CPPB, Purchasing Agent
Physical Address: 2802 S. Business Hwy. 281 - 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,

Firm: _____
Address: _____
By: _____
Printed Name: _____
Title: _____

EXHIBIT "A"
Specifications/Requirements
HIDALGO COUNTY
"General Printing Services & Related Supplies"
BID NO.: 2018-089-00-00-YSI

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. **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.

6. **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.

7. 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.

8. 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: tanya.delira@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.

9. PAPER STOCK:

Paper stock shall be the same or better stock quality as sample provided.

10. 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 chooses to transport by a third party delivery, it must be stated under the method of delivery on Exhibit B.
- All purchases will be on an **“As Needed Basis”**, there are no set quantities to be purchased.
- All products furnished under this RFB shall be warranted by the vendor to be free from defects and fit for the intended use.
- BID PAGE-Vendor **must** fill in each section of the Bid Page (Exhibit “B”) if applicable, for **not applicable INDICATE N/A** on the form. INCOMPLETE submittals shall be considered a probable cause for disqualification.
- Vendor should match the sample as much as possible.

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.)	H.I.D.T.A. Task Force
T.)	Human Resources
U.)	Juvenile Justice Center
V.)	Public Defender's Office
W.)	Safety Division
X.)	Sheriff's Office-Jail Dept
	Sheriff's Office-Law Enforcement Dept
Y.)	Tax Assessor Collector's Office
	Auto License/Automobile dept plus all substations
Z.)	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 tanya.delira@co.hidalgo.tx.us by no later than **Wednesday May, 16, 2018 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via email by no later than **Friday, May 18, 2018 by 5:00 p.m.**

EXHIBIT "B"
BID PAGE
HIDALGO COUNTY
"General Printing Services & Related Supplies"
BID NO: 2018-089-00-00-YSI

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"x2",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:9½ x4½",#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"x11", #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"x11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2 nd and 3 rd page front only, Top Glue Bind	2,000/3 part	

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
		ink seal	4 bxs. of 500
2.	ENVELOPES W/LOGO Size 4 ¼" 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 <u>only</u> front and back print, 2 nd and 3 rd 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 ¼" 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 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 <u>only</u> front and back print, 2 nd and 3 rd 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 self seal	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 RELEASE/ORDER OF COMMITMENT 8.5" X 11" Paper Size, three (3) part NCR, White, Yellow, Pink 1 st page <u>only</u> front and back print, 2 nd and 3 rd 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 <u>only</u> front and back print, 2 nd and 3 rd 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"x2", 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"x2", 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 9½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 25 % cotton	1000	
4.	JUROR'S HANDBOOK PAMPHLETS 17½"x9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light BLUE Paper	500	
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	
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 <u>only</u> front and back print, 2 nd and 3 rd 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"x2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering,	5,000 per	

		Single sided print-500 per box, landscape layout	year	
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	
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"x11), single sided print, black ink printing	4,000 per year	
7.	DELINQUENT LETTER for DEFENDANT	Letter Size Page (8½"x11")-Black ink printing-Double sided print English/Spanish	15,000 per year	
8.	ENVELOPES W/LOGO	#10 No Window Envelope. (4¼"x9 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 (4¼" 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 (3¾"x8¾") 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" 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	
13.	INTAKE APPT. REFERRAL	Letter Size Page (8½" x11"), Double sided print, black ink flat print- light green 20 lb	8,000 per year	
14.	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	
15.	RECEPTIONISTS SLIPS	Letter Size page (8½"x11"), 20lb White Paper, Black flat print, cut in 8 parts	20,000 Per year	
16.	TRAVEL PERMIT SLIPS	Letter Size Page (8½" x11") 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"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
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

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 4½" x 9½", 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 5½" Single sided print, White paper w/red lettering with red permit # , 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	size: 3½"x2", Blue Ink, w/Watermark Seal (twelve individuals) Single sided flat print, Landscape layout 12KK CIS	500 per box
2.	NOTICE/AVISO-DOOR HANGER CARD	size: 8½"x3¼ ; Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000
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
4.	VEHICLE IMPOUNDMENT	size: 8 ½ x 11"; 3 Part NCR, paper color sequence-white, canary yellow and pink, rod, black ink, single sided flat print, 25 sheets per book wrap around	100 bks of 25 sheets

	<i>INVENTORY RECORD</i>	perforated	per bk	
--	-------------------------	------------	--------	--

L) CONSTABLE PRECINCT 2

Description			Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	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	
2.	<i>OFFICIAL RECEIPTS for CONSTABLES FEES</i>	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	
3.	<i>TICKET BOOK</i>	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	
4.	<i>WARNING FLYERS/ ADVERTENCIA FLYERS</i>	Size: 8½" x11", 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.	<i>BUSINESS CARDS</i>	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	
2.	<i>BUSINESS CARDS</i>	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	
3.	<i>ENVELOPES</i>	Size4¼"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	
4.	<i>LETTERHEAD PAPER</i>	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	
5.	<i>NOTICE/AVISO- DOOR HANGER CARD</i>	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.	<i>OFFICIAL RECEIPT FOR CONSTABLES FEES</i>	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.	<i>TICKET BOOK</i>	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.	<i>VEHICLE IMPOUNDMENT INVENTORY RECORD</i>	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	
9.	<i>WARNING BOOK</i>	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.	<i>WARNING FLYERS/ ADVERTENCIA FLYERS</i>	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	
11.	<i>WARNING NOTICE TO VACATE</i>	Size 8½"x11, Peel Stick, Neon Yellow, Black Ink one sided flat print,	750 sheets per order	
12.	<i>CRIMINAL TRESPASS WARNING</i>	3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, Single sided flat pint, black ink, three(3) Receipts per page, Die cut (tear out receipt) Top Glue Bind	100 / sheets per order	

N) COUNTY CLERK'S OFFICE

Description			Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	<i>SUPERVISORS</i> -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	
2.	<i>BUSINESS CARDS</i>	<i>COLLECTORS</i> -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.	<i>BUSINESS CARDS</i>	<i>GENERAL OFFICE</i> -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	
4.	<i>CLERK'S REPORT CARD</i>	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, 7½" 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" x 15½" 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 1/2", #10 Standard white envelopes with window, 1 ink-black logo & black flat lettering on one side, regular gum	30 boxes of 500 per box	
9.	ENVELOPES COLLECTIONS - with window	Size 4 1/8" x 9 1/2", #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 500 per box	
10.	ENVELOPES-OFFICE with window	Size 4 1/8" x 9 1/2", #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 1/8" x 9 1/2", #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 1/2" 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	10,000 ea	
14.	RECREATIONAL REGULATIONS CARDS	FISHING -3 1/2" x 2" double sided print, black, blue, red, green ink, shading-light blue	1,000 ea	
		HUNTING -3 1/2" 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 1/4" 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 1/2" 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 1/8" x 9 1/2", 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.	CRIMINAL MANILA FOLDERS	Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box... Felony	10 boxes of 1,000
3.	MANILA FOLDER	Special die cut end with printing	10,000
4.	WORTHLESS CHECK AFFIDAVIT	2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	9000
5.	WINDOW ENVELOPE	(new) Full Color and raised print, on 24# white-owen paper	15,000
6.	NON-WINDOW ENVELOPES	(new) Full Color and raised print, on white linen paper	15,000
7.	PAMPHLET	(new) 12 page pamphlet-page size 6.25" x 4, saddle stitched, 60# white offset paper. Prints in full color front and back - Included in the pricing will be 2 - 6" x 9" envelopes. White printed in 2 inks on 1 on the other. - Included is a Victim Information Notification page. 2/3/4" x 4-1/4", 24 # white paper, printed in black and blue both sides.	2,500

8.	<i>VICTIMS UNIT</i>	(new) English Brochures – VICTIMS UNIT 8.5”X11”, gloss text paper, tri-fold, shrink wrap 250s	10,000	
9.	<i>VICTIMS UNIT</i>	(new)Spanish Brochures – VICTIMS UNITS 8.5”x11” gloss text paper, tri fold, shrink wrap 250s	10,000	
10.	<i>DOMESTIC VIOLENCE</i>	(new) Purple Domestic Violence Guide 3-7/8”x4-3/4”open, 65# Purple cover, black ink printed on both sides scores @ 2-3/8”	2,500	
11.	<i>BUSINESS CARDS</i>	(new) One – Sided 2x3 ½ with DA Logo/Seak and up to two colors for lettering	24,500 / 500 per box	
12.	<i>LINEN ENVELOPES IVORY</i>	(new) Classic Ivory Linen, Raised Print in Full Color	1,000	
13.	<i>LETTERHEAD</i>	(new) Linen Letterhead Ivory – Classic Ivory Linen, Raised Print in Full Color	2,000	

Q) DISTRICT CLERK’S OFFICE

Description		Estimated Qty	UNIT PRICE
1.	<i>ENVELOPES- with window</i>	Size 4 ¼” x 9 ½”, standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window	20,000
2.	<i>ENVELOPES- without window</i>	Size 4 ¼” x 9 ½”, standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window no windows	20,000
3.	<i>ENVELOPES-with window</i>	Size 4 ¼” x 9 ½”, Standard Envelopes, flat Print, Black and Red ink and black ink seal, Light Blue Envelopes , with Window	120,000
4.	<i>ENVELOPES- without window</i>	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.			
6.	<i>ENVELOPES- without window</i>	#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
7.	<i>JURY SUMMONS FORM</i>	Size 8.5”x14”; #24 White paper Red & black inks; partial vertical and horizontal perms for badge; 2 sided	60,000
8.	<i>LETTERHEAD PAPER</i>	8.5” X 11”,Recycled Bond Paper; one sided flat print, with black flat lettering, watermark seal, ,	20,000

R) EMERGENCY MANGEMENT

Description		Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	3 ½” x 2”, BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Layout, 500 per box 25 % cotton	1,000

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

Description		Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	3½”x2”, Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout 80 lb cover	500 bx
2.	<i>DIVIDERS MULTI-COLOR</i>	9”x11” - 8 Tab Dividers per set, labeled, Multi Color	400 sets
3.	<i>ENVELOPES-without window</i>	Size 4¼”x 9½”, Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, without window 24 lb 25 % Cotton	1,000
4.	<i>INVESTIGATIVE FILE JACKET</i>	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.	<i>INVESTIGATIVE FILE JACKET</i>	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.	<i>LETTERHEAD PAPER</i>	8.5”x11”, Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 24 lb 25 % Cotton	1000 per order
7.	<i>MAILING LABELS</i>	3”x4” flat print, black ink w/gold ink stamp, 500 per roll	500 per roll
8.	<i>NAME PLATE</i>	wood base, w/black, brass double mounted, w/2 seals, w/name and title	On as needed basis

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	
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	
11.	INVESTIGATIVE FILE JACKET	9"X12 7/8 " Page size, Light Brown 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	

T) HUMAN RESOURCES

Description		Estimated Qty	UNIT PRICE
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
2.	ENVELOPES W/LOGO	Size 4½"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
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

U) JUVENILE JUSTICE CENTER

Description		Estimated Qty	UNIT PRICE
1.	ENVELOPES-no window	Size 4½" 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
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

V) 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
2.	ENVELOPES- with window	Size 4 ½"x9½", Standard Envelopes, flat print blk, foil gold County seal with window envelope	8 box of 500
3.	ENVELOPES- without window	Size 4 ½" x 9½", white wove , standard envelopes, flat print blk, gold foil county seal without window	8 box of 500
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

W) SAFETY DIVISION

Description		Estimated Qty	UNIT PRICE
1.	ENVELOPES- without window	size 4½" x9½", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25 %cotton	1,000

X) 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
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

(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
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

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	
6.	CHECKS <i>Sheriff's Fee Account</i>	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	
7.	CHECKS <i>Sheriff's Trust Fund</i>	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.	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, (1 st white paper with black and red ink, 2 nd yellow paper with black and red ink, 3 rd pink paper with black and red ink, and 4 th 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	
9.	CIVIL and WARRANTS WRIT of POSSESSION NOTICE	8½"x11" Card Stock Single sided print, red ink print, Label stock	1,000	
10.	DEPOSIT SLIP BOOKS <i>Sheriff's Fee Account</i>	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	
11.	DEPOSIT SLIP BOOKS <i>Sheriff's Trust Account</i>	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.	DEPUTATION	8.5 x14.; 24# bond, reflex blue and black ink on 2 sides, shrink wrap in 500's 20lb	300	
13.	DIC-24 <i>Statutory Warning</i>	8.5 x11, 15#cb white, 14.5#cf yellow carbonless paper, black ink 1 side, shrink wrap in 250's	100	
14.	DIC-25 <i>Notice Of Suspension</i>	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	
15.	ENVELOPE	5½"x3¼", manila envelope, black ink, front side print	3,000	
16.	ENVELOPE – <i>Latent Print</i>	size:6½"x3½",white envelope, black ink, one front side print	2,000	
17.	EVIDENCE CARDS	5"x4¼" Card Stock, White Paper, Single sided print, Black ink 67 lb	6,000	
18.	EVIDENCE/INVENTORY CONTROL REPORT	8½"x14"; single sided print, black ink print, 3-part NCR, paper color sequence: white, canary yellow, pink,	1,000	
19.	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	
20.	IMPOUND BOOKS	8"x5" sheet top binding (Perforated) with a manila cover 8", Black Ink, 4 part carbonless sheets 1 st is white, 2 nd is yellow, 3 rd pink, and 4 th orange with no printing in the back wrap around book white, yellow, pink, orange	25 per book 100 books	
21.	LATENT FINGERPRINT INDEX CARD	Size 3"x5", White, Black ink print, front side print; back glossy side	5,000	
22.	MAINTENANCE BOOKS	size: 9"x5½", 1 st White carbonless paper, 2 nd yellow paper, Black ink, front print top binding (Perforated)	25 per bk 250 bks	
23.	MOTOR POOL <i>Service Request</i>	8½" x3¼" Blk lettering	1,000	
24.	MOTOR POOL- <i>Service Request Sticker</i>	4"x2" Blk Lettering roll	1,000	
25.	NAME PLACEMENT CARD	10"x 8"- Beige card stock (FFCC66) Ink color dark brown (possibly 663300 or 330000), Score across center of card	500	
26.	OFFENSE REPORTS <i>Property Reporting</i>	8½"x11" Page Size, White Paper, single sided print, Black ink 20lb	10,000	
27.	OFFENSE REPORTS- NARRATIVE	8½"x11" Page Size, White Paper, Single sided print, black ink print 20lb	40,000	
28.	OFFENSE/INCIDENT REPORTS- <i>Front and Back</i>	8½"x11" Page Size, White Paper, double sided print, Black ink 20 lb	30,000	
29.	OFFICIAL PHOTOGRAPH	3"x2½", White label stock, Black ink, front side print	2,000	
30.	RECEIPT BOOK- <i>Inmate Trust</i>	7.25x11 (4 up manifold Book/Numbered) 3 part carbonless (white, yellow, pink) NOTE 3 rd . page without manifold Black 1-side, All parts the same 4 up receipt book, Repeat order sequential number	50 sets per book 200	
31.	RECEIPT BOOK- <i>Official Receipt for Sheriff's fee's</i>	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfining white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	
32.	RECEIPT BOOK- <i>Official Receipt for Sheriff's Trust Funds</i>	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfining white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	

33.	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	
34.	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	
35.	VICTIM'S BILL OF RIGHTS PAMPHLET	8½"x5¼"-white card Ink color black to be folded(3) tri-fold(score) 110 lb	5,000	

Y) 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	
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	
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	
4.	ENVELOPES without window	Size 4¼"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	
5.	ENVELOPES with window	Size 4¼"x9½", standard window, 24# ww, diagonal seam, gum seal printed	60,000 per order	
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	
7.	WATERMARK PAPER	8.5"x11"; Bound paper, bond, rely, Rio Grande Valley Watermark	100	

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	
9.	DEPUTATION CARDS	Size: (3.875" x 2.375") index card-light green paper stock # 110 black ink flat print, rounded corners 67 lbs	250	
10.	ENVELOPES without window	Size 6 ½" 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	
11.	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	

Z) 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	
2.	ENVELOPES with window	Size 4¼"x 9½", Standard Envelopes, flat GREEN lettering, w/GREEN and gold seal w/ GREEN flat lettering seal with window	5,000 per order	
3.	ENVELOPES without window	Size 4 ¼"x 9 ½", Standard Envelopes, flat GREEN lettering, w/ GREEN and gold seal w/ GREEN flat lettering seal without window	5,000 per order	
4.	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	
5.	RECEIPT-county seal	8.5"x 11" with County Seal in black	15,000 per order	
6.	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	
7.	Checks – Blank	14" E-Z Fold blank checks stock with control number (RED) on back. Standard descending order (Large # on top / small # on bottom-check facing up) to include VOID PATOGRAPH warning bank, micro printing #28, laser stock green pantograph.	20,000	
8.	Deposit Ticket	Booked deposit slips, 3 ply NCR (no carbon required) White-Originals, Yellow-Copy, Pink-Copy, MICR encoding all 3 plys. 20-3 ply set per book 34/10"x95/8"	5 BOOKS	

9.	ENVELOPES –with pistol shape window	9"x6" Pistol shape white tinted envelope with special window and peel and seal	5,000	
----	-------------------------------------	--	-------	--

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 naming County as an **additional insured** shall 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 03/11/11

EXHIBIT "C"

Insurance Requirements

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

COVERAGES

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

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

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

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____	CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENT'S OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE	

EXHIBIT "C"
Insurance Requirements
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

EXHIBIT "C"
Insurance Requirements
PROJECT REQUIREMENTS
ACKNOWLEDGMENT

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

1. Licenses: _____.

2. Bond (if applicable) _____.

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 (if applicable), certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process.

Authorized Signature

Date

Company

Address

City, State, Zip

THIS FORM MUST ACCOMPANY BID PACKET

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

If yes, by whom? Texas Building & Procurement Commission: Other _____

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

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

HUB Subcontractor Name: _____ HUB Status: _____

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

Address: _____ City: _____ State: _____ Zip: _____

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

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

HUB Subcontractor Name: _____ HUB Status: _____

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

Address: _____ City: _____ State: _____ Zip: _____

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

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

HUB Subcontractor Name: _____ HUB Status: _____

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

Address: _____ City: _____ State: _____ Zip: _____

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

Subcontract Amount: \$ _____ Description of Work to be performed: _____

(RETURN THIS PAGE WITH BID RESPONSE)

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.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% 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* above.

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

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. 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 line 2.

e. **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 Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should 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 line 1. 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 line 2, "Business name/disregarded entity name." 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.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 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 U.S. commonwealth or possession, 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 U.S. commonwealth or possession
- 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 reportable under section 6045(f), 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 requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- 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 U.S. commonwealth or possession, 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 Regulations 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 Regulations 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

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

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 this page), 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 SSA 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 line 1 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) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ 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 Regulations section 1.671-4(b)(2)(i) (A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations 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 2.

*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, 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 (TIGTA) 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.

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.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% 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* above.

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

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. 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 line 2.

e. **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 Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should 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 line 1. 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 line 2, "Business name/disregarded entity name." 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.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 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 U.S. commonwealth or possession, 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 U.S. commonwealth or possession
- 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 reportable under section 6045(f), 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 requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- 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 U.S. commonwealth or possession, 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 Regulations 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 Regulations 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

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

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 this page), 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 SSA 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 line 1 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) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ 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 Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations 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 2.

*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, 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 (TIGTA) 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 indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

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

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

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**SERVICE CONTRACT
C-18-089-00-00**

THIS CONTRACT is made and entered into this ____ Day of _____, 2018 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 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 (1) year effective _____, **2018** and ending on **Month 00, 2019**. Hidalgo County at its sole discretion elect the option to extend the contract for one (1) year term 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
100 S. Cano 2nd Floor
Edinburg, Texas 78539

If to Company: _____, 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.

DRAFT

WITNESS our hands in duplicate originals this _____ day of _____, 2018.

APPROVED BY COMMISSIONES COURT: _____

ATTEST:

Arturo Guajardo Jr., County Clerk

COUNTY OF HIDALGO
By: _____
Ramon Garcia, County Judge

DRAFT

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

COMPANY: _____
By: _____
Title: _____

By: _____
Stephen L. Crain

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

DRAFT

EXHIBIT "B"
VENDOR'S BID

DRAFT

EXHIBIT "C"
INSURANCE REQUIREMENTS

DRAFT

EXHIBIT “D”

DRAFT



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

HIDALGO COUNTY
(Including all funding sources, programs, and entities)

REQUEST FOR BIDS

“General Printing Services & Related Supplies”

RFB No.: 2018-089-00-00-YSI

RFB SUBMITTAL CHECK LIST

All forms listed below must be included in the RFB response.

Indicate with a check mark (✓) the Forms completed and included in this response:

- Page 8 of Legal Notice
- Exhibit “B” Bid Page
- Exhibit “C” –Insurance & Project Acknowledgement forms
- Exhibit “D” -CIQ Form-Copy of Co. Clerk Recording fee receipt (if applicable)
- Exhibit “E” Vendor Bidder Applications and IRS form W-9
- Exhibit “F” Certification Regarding Debarment
- SAMS.gov Registration Acknowledgement www.sam.gov
- One (1) Original, Three (3) Copies of Bid(s) (see number 2 of Legal Notice).