



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

## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE:** Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE**, **DISAPPROVE** (or) **APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext 4878.

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

FUNDS AVAILABILITY:  YES  NO/  Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: Various DA'S Office Accts. Dept. 080

	Rosalinda Cantu	DA'S Office	04/19/18
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

**DATE:** April 05, 2018

**RE:** Hidalgo County "General Printing Services & Related Supplies"  
Bid No. -2018-089-00-00-YSI

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- An estimated Minimum Quantity
- Samples of forms, Letterhead paper, Envelopes, Booklets, Receipt, Flyers, and Signs Business cards etc.
- Budget Account.

Budget Acct. No. Various DA's Office Accts. Dept. 080

	<u>Rosalinda Cantu</u>	<u>DA'S office</u>	<u>04/19/18</u>
Authorized Signature	Print Name	Department	Date

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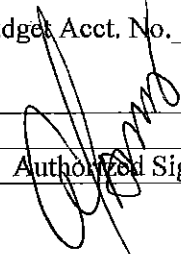
**RE:** Hidalgo County *"General Printing Services & Related Supplies"*  
 Bid No. -2018-089-00-00-YSI

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- d) Budget Account.

Budget Acct. No. 8-1100--421-00-292-001-0-550

	Armando Campos, Chief	Constable Pct. 2	04/17/2018
Authorized Signature	Print Name	Department	Date

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

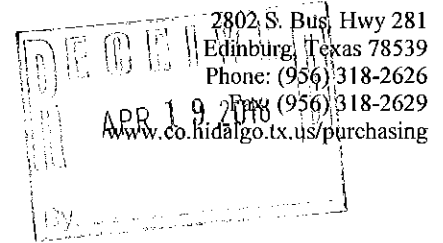
FUNDS AVAILABILITY:  YES       NO/      Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-421-00-292-001-0-550 \_\_\_\_\_

Authorized Signature	Armando Campos, Chief Print Name	Constable Pct. 2 Department	04/17/2018 Date
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- d) Budget Account.

Budget Acct. No. X-1297-423-00-320-002-X-550

<i>Rosario Castillejo</i>	Rosario Castillejo	Adult Probation	4/18/18
Authorized Signature	Print Name	Department	Date

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

FUNDS AVAILABILITY:  YES       NO/       Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: X-1297-423-00-320-002-X-550

	Rosario Castilleja	Adult Probation	4/18/18
Authorized Signature	Print Name	Department	Date

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Budget Acct. No. 8-1100-415-16-150-001-0-550

 Authorized Signature	Roy Cleaves Print Name	COUNTY TREASURER Department	4/25/2018 Date
---	---------------------------	--------------------------------	-------------------

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<b>APPROVED WITH MODIFICATIONS</b> <input type="checkbox"/>	

FUNDS AVAILABILITY: \_\_\_\_\_ YES \_\_\_\_\_ NO/ \_\_\_\_\_ Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: \_\_\_\_\_

Authorized Signature	Print Name	Department	Date

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Budget Acct. No. 8-1100-422-10-300-001-0-550

	<u>T. DELIRA</u>	<u>File Marshall</u>	<u>4/13/18</u>
Authorized Signature	Print Name	Department	Date

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No longer wants the Printing Services.



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

FUNDS AVAILABILITY:  YES  NO/  Other

(Specify) Replace name on letterhead of one employee

BUDGET ACCOUNT #: 8-1100-412-00-003-001-0

<u>Bobby Flores</u>	<u>Judge Bobby Flores</u>	<u>139<sup>th</sup> District Court</u>	<u>4/19/18</u>
Authorized Signature	Print Name	Department	Date

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Budget Acct. No. 8-1100-412-00-003-001-0

	Judge Bobby Flores	139 <sup>th</sup> District Court	4/19/18
Authorized Signature	Print Name	Department	Date

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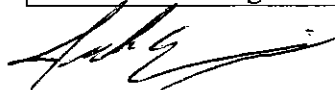
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Budget Acct. No. X-1100-415-15-140-001-0-550

Authorized Signature	Print Name	Department	Date
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Julio Espinosa

Tax Office

4-18-18

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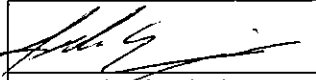
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<b>APPROVED WITH MODIFICATIONS</b> <input checked="" type="checkbox"/>	

FUNDS AVAILABILITY:  YES       NO/       Other

(Specify) \_\_\_\_\_

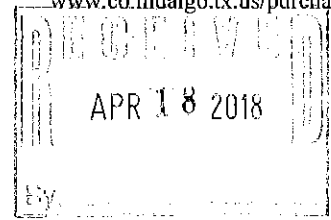
BUDGET ACCOUNT #: X-1100-415-15-140-001-0-550

	Julio Espinosa	Tax Office	4-18-18
Authorized Signature	Print Name	Department	Date

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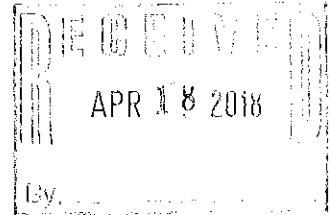
	Israel Silva	General Services	4-18-18
Authorized Signature	Print Name	Department	Date

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FUNDS AVAILABILITY: \_\_\_\_\_ YES \_\_\_\_\_ NO/ \_\_\_\_\_ Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: \_\_\_\_\_

Authorized Signature	Print Name	Department	Date

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Budget Acct. No. 7-1100-4/2-00-090-001-0.

<i>Stephanie Palacios</i>	<i>Stephanie Palacios</i>	<i>District Clerk</i>	<i>4/18/18</i>
Authorized Signature	Print Name	Department	Date

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www.co.hidalgo.tx.us/purchasing

## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE:** Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE**, **DISAPPROVE** (or) **APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext 4878.

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

*Please include business cards & white catalog envelopes*

FUNDS AVAILABILITY:       YES       NO/       Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: P-1100-412-00-090-001-550

<i>Stephanie Palacios</i>	<i>Stephanie Palacios</i>	<i>District Clerk</i>	<i>4/18/18</i>
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



2802 S. Bus. Hwy 281  
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## MEMORANDUM

(Approval of Specifications)

**TO: ALL DEPARTMENT HEADS**

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

**DATE:** April 05, 2018

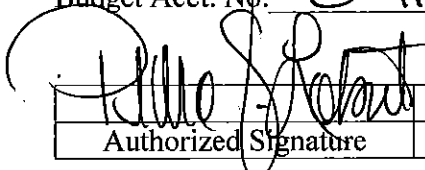
**RE: Hidalgo County "General Printing Services & Related Supplies"  
Bid No. -2018-089-00-00-YSI**

Please be advised that the Hidalgo County Purchasing Department has been in the process of formulating a Countywide "**Printing Services & Related Supplies Bid**". Therefore, we are requesting that your department submit a list of items to the Purchasing Department of all forms which require printing services. Please include the following when submitting forms:

- a) Description of Form(s) Paper size, texture, Envelope size, color of ink, number sequence (if applicable) etc.
- b) An estimated Minimum Quantity
- c) Samples of forms, Letterhead paper, Envelopes, Booklets, Receipt, Flyers, and Signs Business cards etc.
- d) Budget Account.

Budget Acct. No.

8-1100-412-00-001-001-0-550

 Authorized Signature	Pedro S. Lobato Print Name	92nd Dist. Ct. Department	April 12, 2018 Date
--	-------------------------------	------------------------------	------------------------

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.



APR 16 2018

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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE:** Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"

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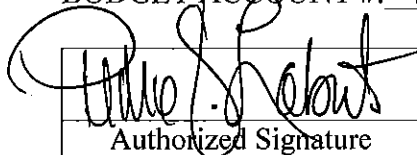
If you have any questions, please call me at (956) 318-2626 ext 4878.

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

FUNDS AVAILABILITY:  YES  NO/  Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-412-00-001-001-0-550

	Pedro S. Lobato	9 <sup>th</sup> D.C.	April 12, 2018
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

(Approval of Specifications)

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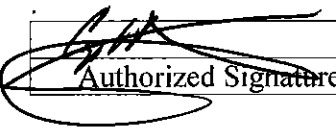
**DATE:** April 05, 2018

**RE:** Hidalgo County "General Printing Services & Related Supplies"  
Bid No. -2018-089-00-00-YSI

Please be advised that the Hidalgo County Purchasing Department has been in the process of formulating a Countywide "Printing Services & Related Supplies Bid". Therefore, we are requesting that your department submit a list of items to the Purchasing Department of all forms which require printing services. Please include the following when submitting forms:

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- Budget Account.

Budget Acct. No. 8-1100-421-00-280-001-0-550 / 8-1100-423-21-280-002-0-550

	<i>Capt. Steve Herron</i>	<i>H.P.S.O.</i>	<i>4/6/18</i>
Authorized Signature	Print Name	Department	Date

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.



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## MEMORANDUM

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**TO:** ALL DEPARTMENT HEADS

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 Hidalgo County Purchasing Department

**DATE:** April 05, 2018

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If you have any questions, please call me at (956) 318-2626 ext 4878.

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

FUNDS AVAILABILITY: \_\_\_\_\_ YES \_\_\_\_\_ NO/ \_\_\_\_\_ Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-421-00-280-001-0-550 / 8-1100-423-21-280-002-0-550

Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
 Hidalgo County Purchasing Dept.

**DATE:** April 05, 2018

**RE:** Hidalgo County "General Printing Services & Related Supplies"  
 Bid No. -2018-089-00-YSI

Please be advised that the Hidalgo County Purchasing Department has been in the process of formulating a Countywide "Printing Services & Related Supplies Bid". Therefore, we are requesting that your department submit a list of items to the Purchasing Department of all forms which require printing services. Please include the following when submitting forms:

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- b) An estimated Minimum Quantity
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- d) Budget Account.

Budget Acct. No. 8-1100-415-21-170-001-0-550

	Linda Fong	County Auditor's Office	4-13-18
Authorized Signature	Print Name	Department	Date

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.



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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE:** Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"

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If you have any questions, please call me at (956) 318-2626 ext 4878.

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

FUNDS AVAILABILITY:  YES  NO/  Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-415-21-170-001-0-650

Authorized Signature	Linda Fong Print Name	County Auditor's Office Department	4-13-18 Date
----------------------	--------------------------	---------------------------------------	-----------------

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



APR 17 2018

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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

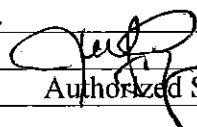
**DATE:** April 05, 2018

**RE:** Hidalgo County "General Printing Services & Related Supplies"  
Bid No. -2018-089-00-00-YSI

Please be advised that the Hidalgo County Purchasing Department has been in the process of formulating a Countywide "Printing Services & Related Supplies Bid". Therefore, we are requesting that your department submit a list of items to the Purchasing Department of all forms which require printing services. Please include the following when submitting forms:

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- d) Budget Account.

Budget Acct. No. B-1100-421-00-291-001-0-550

 Authorized Signature	Joe V. Espinoza Print Name	HCEP 2 Department	4-16-18 Date
---	-------------------------------	----------------------	-----------------

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.



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## MEMORANDUM

(Approval of Specifications)

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**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

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

FUNDS AVAILABILITY:  YES       NO/       Other

(Specify) \$ 500.00

BUDGET ACCOUNT #: 8-1100-421-00-291-001-0-550

	Tanya De Lira	Hidalgo County Purchasing Department	4-16-18
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

(Approval of Specifications)

APR 16 2018

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.


**DATE:** April 05, 2018

**RE:** Hidalgo County "General Printing Services & Related Supplies"  
Bid No. -2018-089-00-00-YSI

Please be advised that the Hidalgo County Purchasing Department has been in the process of formulating a Countywide "Printing Services & Related Supplies Bid". Therefore, we are requesting that your department submit a list of items to the Purchasing Department of all forms which require printing services. Please include the following when submitting forms:

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Budget Acct. No. 8-1100-412.00.026.001.0.550

	ALBERT GARCIA	COUNTY COURT 6	4.16.18
Authorized Signature	Print Name	Department	Date

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## MEMORANDUM

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

FUNDS AVAILABILITY: \_\_\_\_\_ YES \_\_\_\_\_ NO/ \_\_\_\_\_ Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-412-00-026-001-0-550

 Authorized Signature	J. ALBERT GARCIA Print Name	COUNTY COURT 6 Department	4.16.18 Date
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**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

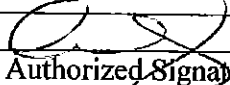
**DATE:** April 05, 2018

**RE:** Hidalgo County *"General Printing Services & Related Supplies"*  
Bid No. -2018-089-00-00-YSI

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Budget Acct. No. 8-1100-415-40-180-001-0-550

 Authorized Signature	Annette C. Muniz Print Name	County Clerks Department	4/12/18 Date
---	--------------------------------	-----------------------------	-----------------

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## MEMORANDUM

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 Hidalgo County Purchasing Department

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

FUNDS AVAILABILITY:  YES  NO/  Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-415-40-180-001-0-550

	Annette C. Moñiz	County Clerks	4/12/18
Authorized Signature	Print Name	Department	Date

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

FUNDS AVAILABILITY:       YES       NO/       Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-412-00-004-001

	Judge Rose G. Royra	2016 <sup>th</sup> Dist. of Court	4-11-18
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

(Approval of Specifications)

**TO: ALL DEPARTMENT HEADS**

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

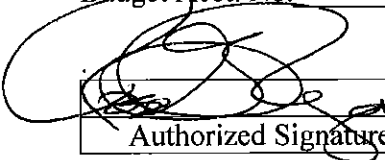
**DATE:** April 05, 2018

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Bid No. -2018-089-00-00-YSI**

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- d) Budget Account.

Budget Acct. No. 8-1100-412-00-004-001

	Judge Rose G. Payne	206th District Court	4-11-18
Authorized Signature	Print Name	Department	Date

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.

**HIDALGO COUNTY**  
**"General Printing Services & Related Supplies"**  
**Bid No.: 2018-089-00-00-YSI**

PLEASE SUBMIT SAMPLES OF THE BELOW SPECTS BY AND NO LATER THAN 04/24/2018  
ATTENTION: YVETTE SALINAS OR TANYA DE LIRA

IF THERE ARE ANY CHANGES TO THIS SPECTS PLEASE SUBMIT YOUR  
CHANGES/MODIFICATIONS ASWELL VIA E-MAIL OR CALL FOR INSTRUCCIONES

<b>C) 206<sup>TH</sup> JUDICIAL DISTRICT COURT</b>			
Description			Estimated Quantity
1.	<b>BUSINESS CARDS</b>	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout white Linen	1,000
2.	<b>COURT ORDER MODIFYING CONDITIONS OF BOND</b>	8½" X 11" Page Size, 3 Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow	1,000/3 part
3.	<b>ENVELOPES W/LOGO</b>	size 4 ⅛" x 9 ½", standard envelopes, raised print, black ink and gold for seal 24 lb 25 % cotton	2 boxes of 500
4.	<b>JUROR TAGS</b>	3½" x 2", Black flat Print, Red Paper Stock, Laminated w/thumb grip clip	14
5.	<b>JUROR'S HANDBOOK PAMPHLETS</b>	17 ½" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, <del>Light Blue</del> Paper 60 lb light yellow	1,000
6.	<b>LETTERHEAD PAPER</b>	8.5" X 11" 25 % Cotton Paper 8.5" 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.	<b>ORDER OF RELEASE/ORDER OF COMMITMENT</b>	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only, Top Glue Bind	2,000/3 part



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

**MEMORANDUM**  
(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

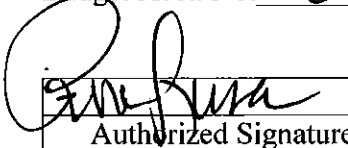
**DATE:** April 05, 2018

**RE:** Hidalgo County "General Printing Services & Related Supplies"  
Bid No. -2018-089-00-00-YSI

Please be advised that the Hidalgo County Purchasing Department has been in the process of formulating a Countywide "Printing Services & Related Supplies Bid". Therefore, we are requesting that your department submit a list of items to the Purchasing Department of all forms which require printing services. Please include the following when submitting forms:

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- b) An estimated Minimum Quantity
- c) Samples of forms, Letterhead paper, Envelopes, Booklets, Receipt, Flyers, and Signs Business cards etc.
- d) Budget Account.

Budget Acct. No. 8-1100-419-50-125-003-0-550

	<u>Rosa Luna</u>	<u>Safety Division</u>	<u>4-6-18</u>
Authorized Signature	Print Name	Department	Date

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.



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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE:** Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext 4878.

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

FUNDS AVAILABILITY: \_\_\_\_\_ YES  NO/ <sup>with</sup> transfer if <sub>needed.</sub> Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: B-1100-419-50-125-003-0-550

	ROSA LUNA	Safety Division	4-6-18
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.


**DATE:** April 05, 2018

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Bid No. -2018-089-00-00-YSI

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Budget Acct. No. 8-1100-412-30-085-003-0

 Authorized Signature	JOSE E GONZALEZ Print Name	Public Defenders Department	4/11/18 Date
---	-------------------------------	--------------------------------	-----------------

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## MEMORANDUM

(Approval of Specifications)

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**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

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

FUNDS AVAILABILITY:   X   YES             NO/             Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #:   8-1100-412-30-085-003-0  

Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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## MEMORANDUM

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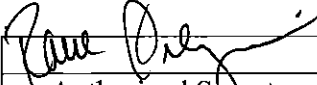
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Bid No. -2018-089-00-00-YSI

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- d) Budget Account.

Budget Acct. No. 1100-415-50-190-002-0-550

	Paul SILVEIRO, JR.	HUMAN RESOURCES	4/05/2018
Authorized Signature	Print Name	Department	Date

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## MEMORANDUM

(Approval of Specifications)

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Hidalgo County Purchasing Department

**DATE:** April 05, 2018

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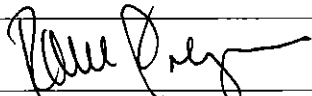
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<b>APPROVE</b> <input checked="" type="checkbox"/>	<b>DISAPPROVE</b> <input type="checkbox"/>
<b>APPROVED WITH MODIFICATIONS</b> <input type="checkbox"/>	

FUNDS AVAILABILITY:   ✓   YES         NO/         Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 1100-415-50-190-002-0-550

	PAUL SILVERO, JR.	HUMAN RESOURCES	4/05/2018
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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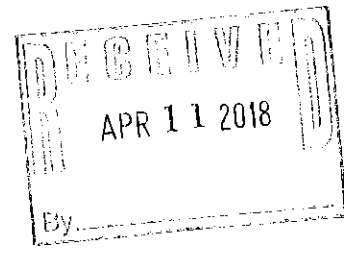
**MEMORANDUM**  
 (Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
 Hidalgo County Purchasing Dept.

**DATE:** April 05, 2018

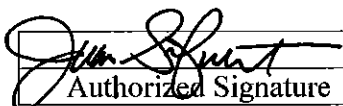
**RE:** Hidalgo County *"General Printing Services & Related Supplies"*  
 Bid No. -2018-089-00-00-YSI



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- d) Budget Account.

Budget Acct. No. 8-1252-412-00-270-012-05550 / 8-1252-412-00-270-012-06610

	Juan Sifuentes, Cmdr.	HIDTA Task Force	4/10/2018
Authorized Signature	Print Name	Department	Date

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.



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## MEMORANDUM

(Approval of Specifications)

**TO: ALL DEPARTMENT HEADS**

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE: Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"**

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

FUNDS AVAILABILITY:   x   YES             NO/             Other

(Specify) Cooperating Source File Jacket (Brown) / Dividers Multi-Color 11-Tab

BUDGET ACCOUNT #: 8-1252-412-00-270-012-0-550 / 8-1252-412-00-270-012-0-610

 Authorized Signature	Juan Sifuentes, Cmdr. Print Name	HIDTA Task Force Department	4/10/2018 Date
--------------------------	-------------------------------------	--------------------------------	-------------------

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**

**HIDALGO COUNTY**  
**“General Printing Services & Related Supplies”**  
**Bid No.: 2018-089-00-00-YSI**

PLEASE SUBMIT SAMPLES OF THE BELOW SPECTS BY AND NO LATER THAN 04/24/2018  
ATTENTION: YVETTE SALINAS OR TANYA DE LIRA

IF THERE ARE ANY CHANGES TO THIS SPECTS PLEASE SUBMIT YOUR  
CHANGES/MODIFICATIONS ASWELL VIA E-MAIL OR CALL FOR INSTRUCCIONS

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

		Description	Estimated Qty
1.	<b><i>BUSINESS CARDS</i></b>	3½" X 2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout 80 lb cover	500 bx
2.	<b><i>DIVIDERS MULTI-COLOR</i></b>	9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400 sets
3.	<b><i>ENVELOPES- without window</i></b>	Size 4 ⅛" x 9 ½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, without window 24 lb 25 % Cotton	1,000
4.	<b><i>INVESTIGATIVE FILE JACKET</i></b>	9"X12 7/8 Page size, Canary Yellow Tag Board, Black ink front & back of front cover page only <b>back page blank</b> w/ two hole punch on top (centered) 140 lb(case file covers)	1,000 per order
5.	<b><i>INVESTIGATIVE FILE JACKET</i></b>	9"X12 7/8 " Page size, Light Blue Tag Board, Black ink front & back of front cover <b>back page blank</b> w/ two hole punch on top (centered) 140 lb (case file covers)	1,000 per order
6.	<b><i>LETTERHEAD PAPER</i></b>	8.5" X 11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 24 lb 25 % Cotton	1000 per order
7.	<b><i>MAILING LABELS</i></b>	3"X4" flat print, black ink w/gold ink stamp, 500 per roll	500 per roll
8.	<b><i>NAME PLATE</i></b>	Wood Base, w/Black, brass double mounted, w/2 seals , w/name and title	On as needed basis
9.	<b><i>RECEIPT FOR FORMS -</i></b>	8.5" X 11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print	500
10.	<b><i>VEHICLE IMPOUNDMENT REPORT</i></b>	8.5" X 11.5" Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, one sided print perforated	500



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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

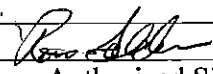
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Bid No. -2018-089-00-00-YSI

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Budget Acct. No. 8-1100-429-00-110-075-0

	Ricardo Saldana	Emergency Management	4-10-18
Authorized Signature	Print Name	Department	Date

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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE:** Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County *"General Printing Services & Related Supplies"*

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

FUNDS AVAILABILITY: X YES      NO/      Other

(Specify) updated

BUDGET ACCOUNT #: 100-429-00-110-075-0-550

	Ricardo Saldana	Emergency Management	4/10/18
Authorized Signature	Print Name	Department	Date

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## MEMORANDUM

(Approval of Specifications)

**TO:** ALL DEPARTMENT HEADS

PURCHASING DEPT  
RCVD APR 06 2018

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

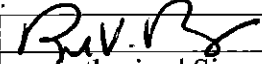
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Budget Acct. No. 8-1100-421-00-293-001-0-550

	Raquel V. Ramos	Constable Act. 3	4/5/18
Authorized Signature	Print Name	Department	Date

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**DATE:** April 05, 2018

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

FUNDS AVAILABILITY:  YES  NO/  Other \_\_\_\_\_

(Specify) See attached quantity has changed + new items added.

BUDGET ACCOUNT #: 8-1100-421-00-293-001-0-550

	Raquel V. Ramos	Constable Pct. 3	4/5/18
Authorized Signature	Print Name	Department	Date

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**DATE:** April 05, 2018

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Bid No. -2018-089-00-00-YSI**

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Budget Acct. No. B-1100-412-00-006-001-0-550

	DAMIAN CARRANZA	332ND DISTRICT COURT	4/9/18
Authorized Signature	Print Name	Department	Date

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Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE:** Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"

Please review the following SPECIFICATIONS and indicate if they meet all your requirements by selecting APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS and signing below. If your answer is DISAPPROVE, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext 4878.

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

FUNDS AVAILABILITY:  YES  NO/  Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1100-412-00-006-001-0-550

	DAMIAN CARRANZA	332ND DISTRICT COURT	4/9/18
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**

**HIDALGO COUNTY**  
**"General Printing Services & Related Supplies"**  
**Bid No.: 2018-089-00-00-YSI**

PLEASE SUBMIT SAMPLES OF THE BELOW SPECTS BY AND NO LATER THAN 04/24/2018  
ATTENTION: YVETTE SALINAS OR TANYA DE LIRA

IF THERE ARE ANY CHANGES TO THIS SPECTS PLEASE SUBMIT YOUR  
CHANGES/MODIFICATIONS ASWELL VIA E-MAIL OR CALL FOR INSTRUCCIONES

**D) 332nd JUDICIAL DISTRICT COURT**

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



**PURCHASING DEPARTMENT**  
County of Hidalgo

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

## MEMORANDUM

(Approval of Specifications)

**TO: ALL DEPARTMENT HEADS**

**FROM:** Tanya De Lira, Buyer III  
Hidalgo County Purchasing Department

**DATE:** April 05, 2018

**RE: Approval or Disapproval of Specifications for: Bid No. -2018-089-00-00-YSI Hidalgo County "General Printing Services & Related Supplies"**

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

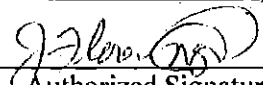
If you have any questions, please call me at (956) 318-2626 ext 4878.

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

FUNDS AVAILABILITY:  YES  NO/  Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1200-431-00-123-004-0-550  
8-1100-452-00-123-000-0-550

	Joe M. Flores	Pct. 3	4-9-18
Authorized Signature	Print Name	Department	Date

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than April 24, 2018 @ 10:00 A.M.**



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www.co.hidalgo.tx.us/purchasing

## MEMORANDUM

(Approval of Specifications)

**TO: ALL DEPARTMENT HEADS**

**FROM:** Martha Salazar, CPPB  
Hidalgo County Purchasing Dept.

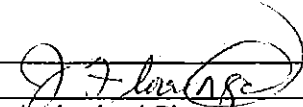
**DATE:** April 05, 2018

**RE: Hidalgo County "General Printing Services & Related Supplies"  
Bid No. -2018-089-00-00-YSI**

Please be advised that the Hidalgo County Purchasing Department has been in the process of formulating a Countywide "Printing Services & Related Supplies Bid". Therefore, we are requesting that your department submit a list of items to the Purchasing Department of all forms which require printing services. Please include the following when submitting forms:

- a) Description of Form(s) Paper size, texture, Envelope size, color of ink, number sequence (if applicable) etc.
- b) An estimated Minimum Quantity
- c) Samples of forms, Letterhead paper, Envelopes, Booklets, Receipt, Flyers, and Signs Business cards etc.
- d) Budget Account.

Budget Acct. No. 8-1200-431-00-123-004-0.550 to include 1100 fund

	Joe M. Flores	Pct 3	4-9-18
Authorized Signature	Print Name	Department	Date

All forms are due no later than **April 24, 2018**. If you should have any questions or need additional information please email: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) or call 318-2626 ext 4878.

**HIDALGO COUNTY**  
**“General Printing Services & Related Supplies”**  
**Bid No.: 2018-089-00-00-YSI**

SUBMIT SAMPLES OF THE BELOW SPECS BY AND NO LATER THAN 04/24/2018 ATTENTION: YVETTE SALINAS OR TANYA DE LIRA  
 IF THERE ARE ANY CHANGES TO THIS SPECS PLEASE SUBMIT YOUR CHANGES/MODIFICATIONS ASWELL VIA E-MAIL OR CALL FOR  
 INSTRUCTIONS

**J) PRECINCT 3**  
**Commissioner Joe Flores**

<b>Description</b>			<b>Estimated Quantity</b>
1.	<b><i>BUSINESS CARDS</i></b>	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.	<b><i>ENVELOPES W/LOGO</i></b>	Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2 boxes /500
3.	<b><i>LETTERHEAD PAPER</i></b>	8.5" X 11", #20 Fine quality Bond White Linen Paper one sided print, raised blue ink print , gold foil stamp seal w/blue lettering, 500 sheets per ream	2 boxes /500
4.	<b><i>LETTERHEAD PAPER</i></b>	8.5" X 11", White Linen Paper Blue ink	2 boxes /500
5.	<b><i>PARKING PERMIT</i></b>	3½" x 5 ½" Single sided print, White paper w/black lettering w/red permit #, glue bind top, 50 sheets per booklet perforated at the top 2 staples	12/50 sheets