

EXHIBIT "A"
Specifications/Requirements
HIDALGO COUNTY
"General Printing Services & Related Supplies"
BID NO.: 2020-018-10-07-SLG

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. **LINK-**Samples of most of the printing forms will be provided to all bidders via email 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: samuel.gonzalez@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	
1.	13 th Court of Appeals
2.	92nd Judicial District Court
3.	93rd Judicial District Court
4.	139th Judicial District Court
5.	206th Judicial District Court
6.	275th Judicial District Court
7.	332th Judicial District Court
8.	370th Judicial District Court
9.	389th Judicial District Court
10.	398th Judicial District Court
11.	430th Judicial District Court
12.	449th Judicial District Court
13.	464th Judicial District Court
14.	Adult Probation
15.	Auditor's Office
16.	Budget/ Worker's Comp/ Employee Benefits
17.	Child Protection Court
18.	Commissioner, Precinct 1
19.	Commissioner, Precinct 2
20.	Commissioner, Precinct 3
21.	Commissioner, Precinct 4
22.	Constable, Precinct 1
23.	Constable, Precinct 2
24.	Constable, Precinct 3
25.	Constable, Precinct 4
26.	Constable, Precinct 5
27.	County Clerk's Office
28.	County Court At Law #1
29.	County Court At Law #2
30.	County Court At Law #3 Probate Court
31.	County Court At Law #4
32.	County Court At Law #5
33.	County Court At Law #6
34.	County Court At Law #7
35.	County Court At Law #8

36.	County Judge's Office
37.	Criminal Auxiliary Court A & B
38.	District Attorney
39.	District Clerk's Office
40.	Election Dept.
41.	Emergency Management
42.	Executive Office
43.	Facilities Management
44.	Fire Marshal
45.	H.I.D.T.A. Task Force
46.	Health & Human Services
47.	Human Resources
48.	Indigent Defense Program
49.	IT Dept.
50.	JP Pct 1, Pl 1
51.	JP Pct 1, Pl 2
52.	JP Pct 2, Pl 1
53.	JP Pct 2, Pl 2
54.	JP Pct 3, Pl 1
55.	JP Pct 3, Pl 2
56.	JP Pct 4, Pl 1
57.	JP Pct 4, Pl 2
58.	JP Pct 5, Pl 1
59.	Juvenile Justice Center
60.	Law Library
61.	Master Court No.1
62.	Master Court No.2
63.	Nuisance Abatement Program
64.	Planning Department
65.	Public Defender's Office
66.	Purchasing Dept.
67.	Safety Division
68.	Sheriff's Office-Jail Dept
69.	Sheriff's Office-Law Enforcement Dept
70.	Tax Assessor Collector's Office and substations
71.	Texas A&M Agrilife Extension
72.	Treasurer's Office
73.	Veteran's Service
74.	WIC Program

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. Any contract awarded to a successful bidder will be in effect until;
 - a) The contract expires
 - b) Delivery acceptance of products and/or performance of services ordered, or
 - c) Terminated by County with thirty (30) days written notice prior to be cancellation.
6. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.
7. Insurance requirements for this project to be maintained through out the contract term (**Refer to limits on the Exhibit "C" for limits**).
8. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.
9. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
10. 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 samuel.gonzalez@co.hidalgo.tx.us by no later than **Monday, September, 28, 2020 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via email by no later than **Wednesday, September 30, 2020 by 5:00 p.m.**
- 4) **PRE-BID CONFERENCE:**

A pre-bid conference has been scheduled for: **Thursday, September 24, 2020@ 10:00 am**– Via Zoom
Link: <https://hidalgocounty.zoom.us/j/96410255126?pwd=VkIXMDFCT1NadVNRQ3liINTdMMEJOdz09>. Location:
2802 S. Business Hwy 281, Edinburg, TX. 78539. Hidalgo County's - New Administration Building. The purpose of this meeting is to go over expectations of the contract and ensure that the contract terms and condition are understood.

- 5) Unit prices for items listed in **Exhibit "B" Bid Page**, should be updated on the **Excel file** provided and be submitted as an attachment electronically in the two (2) USBs requested. A PDF copy of the contents of the file should be included as part of your submission.