



2812 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

MEMORANDUM

TO: All Department Heads (whom have utilized the active contract)

FROM: Alexandra Vela, Contract Specialist II

DATE: September 15, 2021

RE: Project No. 2021-122
Extension of Contract C-20-018A-10-13 (Scott-Meriman Inc.), C-20-018B-10-13 (Gateway Printing), C-20-018C-10-13 (Gulf Data Products)

Contract C-20-018A-10-13 (Scott-Meriman Inc.), C-20-018B-10-13 (Gateway Printing), C-20-018C-10-13 (Gulf Data Products) will expire on October 13, 2021. We have the option to renew this contract at the same rates, terms and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action the Hidalgo County would like the Purchasing Department to take by making a selection below:

- Renew the contract with the same rates, terms, and conditions
- Allow the contract to expire, as those services are no longer needed
- Look for new vendors (allow contract to expire, terminate early, and/or rebid)

Please sign and return this notice as acknowledgement of receipt by **September 24, 2021**. Following your response, our office will send you a tentative schedule for this project. If no action is taken by the deadline stated, we will proceed with renewing this contract.

Delma G. Silva	<i>Delma G. Silva</i>	9/15/21
Name	Signature	Date

Should you have any questions or need additional information, I may be reached at extension 4865.

abv

Enclosures: C-20-018A-10-13 (Scott-Meriman Inc.)
C-20-018B-10-13 (Gateway Printing)
C-20-018C-10-13 (Gulf Data Products)
Project File



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Armando Campos, Chief Deputy

09/16/2021

Name

Signature

Date

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abv

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LARRY ESPARZA  9-21-2021
Name Signature Date

Should you have any questions or need additional information, I may be reached at extension 4865.

abv

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ROSALINDA CANTU

Name

A handwritten signature in blue ink that reads "Rosalinda Cantu".

Signature

09/17/2021

Date

Should you have any questions or need additional information, I may be reached at extension 4865.

abv

Enclosures: C-20-018A-10-13 (Scott-Meriman Inc.)
C-20-018B-10-13 (Gateway Printing)
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Project File



Alexandra Vela <alexandra.vela@co.hidalgo.tx.us>

Re: 2021-122-General Printing Services and Related Supplies

1 message

Dairen Sarmiento <dairen.sarmiento@hchd.org>
To: Alexandra Vela <alexandra.vela@co.hidalgo.tx.us>

Wed, Sep 15, 2021 at 4:02 PM

Please renew the contract with the same rates, terms and conditions/

Respectfully submitted,

Ms. Dairen Sarmiento, MBA
Human Services Division Manager III
[1304 South 25th Avenue](#)
[Edinburg, Texas 78542](#)
(956) 318-2011

<http://www.hchd.org/101/Human-Services>

On Wed, Sep 15, 2021 at 3:55 PM Alexandra Vela <alexandra.vela@co.hidalgo.tx.us> wrote:

Good afternoon,

Contract C-20-018A-10-13 (Scott-Meriman Inc.), C-20-018B-10-13 (Gateway Printing), C-20-018C-10-13 (Gulf Data Products) will expire on **October 13, 2021**. As per article # 3 of the contract, Hidalgo County has the option to renew at the same rates, terms and conditions. Please advise if you'd like for our office to proceed in exercising this option.

Please return on or before **September 24, 2021**.

If you have any questions please contact me at ext 4865.

Respectfully,



Purchasing Department

Alexandra Vela

Contract Specialist II

alexandra.vela@co.hidalgo.tx.us

2812 S. Business Hwy 281
Edinburg, TX 78539Main: 956-318-2626 ext. 4865
Fax: 956-292-7612

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 Image_001.pdf
279K



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Armando Guzman Jr.
Name


Signature

9-15-2021
Date

Should you have any questions or need additional information, I may be reached at extension 4865.

abv

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231	Public Defender's Office	ENVELOPES (NO WINDOW)	Size 4 3/4" x 9 1/2", white wove, standard envelopes, flat print blk, gold foil county seal without window Raised Print - 500/box	8	box	NO BID	466,000	115,000
232	Public Defender's Office	LETTERHEAD PAPER	8.5"x11", #20 Fine quality White Bond Paper-Ivory, one sided print, flat print blk, foil gold County seal Raised Print - 500 per ream	3	ream	NO BID	337,500	103,000
233	Purchasing Department	BUSINESS CARDS	w/county Logo in Gold & Dept Info. In Blue 3 1/2 x 2 card stock linen - 500/box	2	box	NO BID	49,000	48,250
234	Purchasing Department	ENVELOPES (NO WINDOW)	Size: 4 1/8 x 9 1/4 w county Logo in Gold & Dept Info. In Blue - 500/box	1	box	NO BID	202,000	124,000
235	Purchasing Department	LETTERHEAD	Letterhead with watermark and with county Logo in Gold & Dept Info. In Blue (Linen) 20lbs 500 sheets per ream	20	ream	NO BID	199,000	61,000
236	Purchasing Department	STANDARD TERMS & CONDITIONS FOR PURCHASE ORDERS	SIZE: 8.5 x11 Heavyweight printing paper inkjet paper 28lbs	10,000	each	NO BID	0.032	0.035
237	Safety Division	ENVELOPES (NO WINDOW)	size 4 3/4" x9 1/2", standard envelopes; raised print, blue ink w/ gold ink seal 500 per box, no window 25 %cotton	2	box	NO BID	160,000	121,000
238	Sheriff's Office (Jail Department)	BAIL BOND FEE REFUND FORMS	8 1/2" 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	each	NO BID	0.357	0.420
239	Sheriff's Office (Jail Department)	INMATE REQUEST FORMS	8 1/2" x11" Page Size, Single sided print; black ink print, 3-Part NCR, All copies white paper, top binding all white snap	30000	each	NO BID	0.078	0.071
240	Sheriff's Office (Law Enforcement Department)	ADMINISTRATIVE ACTION FORM	Size 8 1/2" x5", Single sided print, black ink print, 2-Part NCR, Paper color sequence: White, Canary Yellow, top glue	10,000	each	NO BID	0.064	0.072
241	Sheriff's Office (Law Enforcement Department)	BUSINESS CARDS	3 1/2" 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).250/box	1	box	NO BID	50,000	35,000
242	Sheriff's Office (Law Enforcement Department)	BUSINESS CARDS	3 1/2" 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).250/box	1	box	NO BID	50,000	37,000
243	Sheriff's Office (Law Enforcement Department)	CHECKS (SHERIFF'S FEE ACCOUNT)	check size: 8.25" x3.5"; blue safety; black ink; 3 to sheet with voucher, numbered; 300 qty above 3 on yields 900 checks	900	each	NO BID	0.339	0.235
244	Sheriff's Office (Law Enforcement Department)	CHECKS (SHERIFF'S TRUST FUND)	check size: 8.25" x3.5"; yellow safety; black ink; 3 to sheet with voucher, numbered; 300 qty above 3 on yields 900 checks	900	each	NO BID	0.339	0.235
245	Sheriff's Office (Law Enforcement Department)	CITATION BOOKS	Size: 8 1/2" x5", top binding (Perforated) Black ink print and red ink, 4 carbonless paper with each one having it's only individual printing in the back, (1st white paper with black and red ink, 2nd yellow paper with black and red ink, 3rd pink paper with black and red ink, and 4th paper blue paper with black and red ink. With Sheriff's logo (Bik) in the middle of each carbonless paper. Wrap around book 25/book	250	book	NO BID	NO BID	5,090
246	Sheriff's Office (Law Enforcement Department)	CIVIL AND WARRANTS WRIT OF POSSESSION NOTICE	8 1/2" x11" Card Stock Single sided print, red ink print, Label stock	1,000	each	NO BID	0.357	0.259



Alexandra Vela <alexandra.vela@co.hidalgo.tx.us>

Fwd: Re: Fwd: 2021-122-General Printing Services and Related Supplies

1 message

Miguel A Rodriguez 5734 <miguel.arodriguez@hidalgoso.org>
To: "alexandra.vela" <alexandra.vela@co.hidalgo.tx.us>

Thu, Sep 16, 2021 at 8:36 AM

Hello Alex,
Please proceed with renewal, thank you.

Best,
Miguel Rodriguez
Program Manager I
Hidalgo Co. Sheriff's Office
956-393-6176
miguel.arodriguez@hidalgoso.org

----- Original Message -----

From: "Rogelio Mendez" <roy.mendez@hidalgoso.org>
Sent: 9/16/2021 8:34:36 AM
To: "Miguel A Rodriguez 5734" <miguel.arodriguez@hidalgoso.org>, "CPT David Friedlein 3881" <david.friedlein@hidalgoso.org>, "SGT Joshua Kaltenbach 4087" <joshua.kaltenbach@hidalgoso.org>, "Guillermo Palacios 5849" <guillermo.palacios@hidalgoso.org>
Cc: "Myra Montoya 4353" <myra.montoya@hidalgoso.org>
Subject: Re: Fwd: 2021-122-General Printing Services and Related Supplies

Please proceed with renewal at the same rate

Lieutenant Roy Mendez
Hidalgo County Sheriff's Office
Patrol Division
(956) 393-6000

----- Original Message -----

From: "Miguel A Rodriguez 5734" <miguel.arodriguez@hidalgoso.org>
Sent: 9/16/2021 8:33:13 AM
To: "CPT David Friedlein 3881" <david.friedlein@hidalgoso.org>, "LT Rogelio Mendez 1881" <roy.mendez@hidalgoso.org>, "SGT Joshua Kaltenbach 4087" <joshua.kaltenbach@hidalgoso.org>, "Guillermo Palacios 5849" <guillermo.palacios@hidalgoso.org>
Cc: "Myra Montoya 4353" <myra.montoya@hidalgoso.org>
Subject: Fwd: 2021-122-General Printing Services and Related Supplies

Good morning,
General Printing Services and Related Supplies contracts will expire on 10/13/21 Please let me know if you want to renew the contract, thank you.

</myra.montoya@hidalgoso.org></guillermo.palacios@hidalgoso.org></joshua.kaltenbach@hidalgoso.org>
</roy.mendez@hidalgoso.org></david.friedlein@hidalgoso.org></miguel.arodriguez@hidalgoso.org>

Best,
Miguel Rodriguez
Program Manager I
Hidalgo Co. Sheriff's Office
956-393-6176
miguel.arodriguez@hidalgoso.org

<miguel.arodriguez@hidalgoso.org><david.friedlein@hidalgoso.org><roy.mendez@hidalgoso.org><joshua.kaltenbach@hidalgoso.org><guillermo.palacios@hidalgoso.org><myra.montoya@hidalgoso.org>

----- Original Message -----

From: "Alexandra Vela" <alexandra.vela@co.hidalgo.tx.us>

Sent: 9/15/2021 3:55:53 PM

To:

Subject: 2021-122-General Printing Services and Related Supplies

Good afternoon,

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Respectfully,



Purchasing Department

Alexandra Vela

Contract Specialist II

alexandra.vela@co.hidalgo.tx.us

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</myra.montoya@hidalgoso.org></guillermo.palacios@hidalgoso.org></joshua.kaltenbach@hidalgoso.org>
</roy.mendez@hidalgoso.org></david.friedlein@hidalgoso.org></miguel.ardriguez@hidalgoso.org>



Alexandra Vela <alexandra.vela@co.hidalgo.tx.us>

Re: 2021-122-General Printing Services and Related Supplies

1 message

Dolores Guzman <dolores.guzman@co.hidalgo.tx.us>
To: Alexandra Vela <alexandra.vela@co.hidalgo.tx.us>

Wed, Sep 15, 2021 at 3:59 PM

Yes, please proceed.

On Wed, Sep 15, 2021 at 3:55 PM Alexandra Vela <alexandra.vela@co.hidalgo.tx.us> wrote:

Good afternoon,

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Purchasing Department

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alexandra.vela@co.hidalgo.tx.us	
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