

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**CONTRACT FOR SERVICE
C-23-0299C-12-12**

THIS CONTRACT is made and entered into this 12th day of December, 2023, by and between the **County of Hidalgo, Texas** by and through the **Hidalgo County Commissioners Court** (the "County"), and **Scott-Merriman, Inc.** ("Company").

WHEREAS, County requested responses to notices for Request for Bids (RFB) for: **“General Printing Services and Related Supplies”** for the **County** (the “**Services**”). A copy of the procurement packet, including applicable specifications, is attached hereto as **Exhibit “A”** (the “**Procurement Packet**”), and is incorporated herein for all purposes;

WHEREAS, Company submitted a response to provide services in accordance with the specifications as proposed. A copy of the Company’s response to the Procurement Packet is attached hereto as **Exhibit “B”** (the “**Response**”), and is incorporated herein for all purposes;

WHEREAS, County has determined that Company has submitted the lowest and best bid to meet County's requirements for the Service, as herein described.

WHEREAS, Company represents that it is qualified and desires to perform such services; and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with the Procurement Packet, the Commissioners Court of County awards this contract to Company.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, 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 County. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.
2. During the term of this Contract, Company shall be obligated and hereby promises and agrees to render and provide the Services in accordance with specifications and terms contained in **Exhibit “A”** Procurement Packet and **Exhibit “B”** Company’s Response. Services shall be performed within Hidalgo County. The Company will not begin to work or incur costs until authorized in writing by the County with the release of an authorized Purchase Order or other appropriate written authorization by the County or its 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. County reserves the right to evaluate any services provided by the Company and to reject the same if not in compliance with the specifications as provided in **Exhibits “A” and “B”**. If the County finds it necessary to require changes in the work provided because of errors made by the Company, the County shall require the Company to correct the work at no cost to the County and without amendment to the Agreement. Further, Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. **Term.** This Contract shall be for a period of **three (3) year(s)**, commencing on **December 14, 2023** and expiring on **December 13, 2026**, unless sooner terminated. The term of this agreement may be extended at the County’s sole discretion for an additional two (2) one (1) year term(s) under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this bid for an additional sixty (60) day grace period, under the same rates, terms, and conditions for the unforeseen delay in award of new bid for the next contract term.

4. **Consideration.** As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in **Exhibit “B”**, payable against written invoice submitted by Company in accordance with the Texas Prompt Payment Act, Tex. Govt. Code Ch. 2251.

5. **Licenses/Certifications.** 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, including the State of Texas, during the term hereof to provide the Services. Company further represents that it is qualified to perform and execute the services described above. If such license or permit is suspended or revoked, this Contract shall automatically be terminated and Company shall immediately notify the County. Company shall provide the County with all current state certifications, permits, and/or licenses with applicable seals, or as otherwise required by the State of Texas.

6. **Equipment.** If applicable, Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services. 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.

7. **Independent Contractor.** The Company must comply with all applicable Hidalgo County policies and with any applicable federal, state, or local laws, regulations, orders, or ordinances applicable to the Services provided by Company under this Agreement. Notwithstanding the foregoing sentence, Company represents and maintains that Company is an Independent Contractor and is not an employee of the County, or any agency thereof, and represents and warrants that Company does not desire or request any fringe benefits provided to employees of County, and/or any agency of the County, including but not limited to benefits associated with

Hidalgo County's Civil Service Program. This Contract and the performance by the Parties hereunder does not create an agency relationship or master-servant relationship. Company agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder. Company will incur no financial obligation on behalf of the County without prior written approval of the County. Company will be responsible for all personal and professional expenses, including, but not limited to, membership fees and dues and expenses of attending conventions and meetings. The County will have no right to direct or control the details, manner or means by which Company or its affiliates provide the Services, except as otherwise set forth in this Agreement. Company agrees to not take any action that is detrimental to, or not in the best interest of the County.

8. **Termination.** County may terminate this Agreement without cause upon thirty (30) days written notice.

9. **Non-Exclusive Services of Company.** Hidalgo County reserves the right to request this Product, Good and/or service from other sources other than the Company and shall not be in violation of any terms or conditions of this Agreement.

10. **Insurance.** Consistent with its status as an independent contractor and at its sole expense, Company agrees that throughout the duration of the work under this contract and any extension hereof, it shall provide and maintain any and all insurances and abide by any requirements which are specified in the Procurement Packet/Specifications and/or which may be necessary in providing Services or are otherwise required by law. Insurance policies shall cover, but are not limited to, Company's activities and all persons, vehicles, equipment and property connected with providing Services, to include theft or loss. The amount of insurance required shall be in accordance with amounts specified by the County or as prescribed by law, but in no event shall any amount be less than the minimum amounts prescribed by law, including, but not limited to the Texas Tort Claims Act. These requirements do not establish limits of Company's liability. Any and all applicable insurance requirements and amounts are incorporated herein by reference for all purposes. Company is responsible for ensuring all required insurance policies are valid for the duration of the contract. All insurance policies are to be issued by an insurance company authorized to do business in the State of Texas and acceptable to County. Company shall cause all subcontractors utilized by Company to also comply with these specifications. Company shall furnish to County certificate(s) of coverage, and all renewals throughout the duration of the Project, issued by the insurer that such insurance is in full force and effect. (See **Exhibit "C"** attached hereto and incorporated herein for all purposes). For each applicable policy, Company shall name the County as an additional insured. Company shall notify County a minimum of thirty (30) days in advance of cancellation of all or part of a policy. Company shall make any other insurance documentation available to County upon request. Company will be considered in breach of contract should the Company fail to maintain an insurance policy in the minimum limits of liability and requirements identified above while performing services for and under this Agreement, and will be subject to default and immediate termination of the Agreement. Additionally, Company covenants and agrees to use its best efforts to maintain an insurance policy in the minimum limits of liability and requirements identified above until one year following the conclusion of this Agreement.

11. **INDEMNIFICATION.** COMPANY SHALL INDEMNIFY AND HOLD COUNTY, ITS ELECTED OFFICIALS, EMPLOYEES AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, LIABILITY, DAMAGES, LOSSES AND EXPENSES (INCLUDING COSTS OF JUDGMENTS, SETTLEMENTS, COURT COSTS, AND ATTORNEYS' FEES, REGARDLESS OF THE OUTCOME OF SUCH CLAIM OR ACTION) CAUSED BY, RESULTING FROM, OR ALLEGING NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OR ANY FAILURE TO PERFORM ANY OBLIGATION UNDERTAKEN OR ANY COVENANT IN THIS CONTRACT, WHETHER SUCH ACT, OMISSION, OR FAILURE WAS THE COMPANY'S OR THAT OF ANY PERSON PROVIDING SERVICES HEREUNDER THROUGH OR FOR THE COMPANY. UPON WRITTEN NOTICE FROM THE COUNTY, THE COMPANY WILL RESIST AND DEFEND AT ITS OWN EXPENSE, AND BY COUNSEL REASONABLY SATISFACTORY TO COUNTY, ANY SUCH CLAIM OR ACTION. THE COMPANY WILL CARRY PROPER INSURANCE WITH THE COUNTY AS AN ADDITIONAL NAMED INSURED. THIS INDEMNIFICATION CLAUSE SHALL SURVIVE THIS AGREEMENT AND BE ENFORCEABLE AS A SEPARATE AGREEMENT IN THE EVENT ITS SURVIVAL AND ENFORCEMENT BECOME NECESSARY.

12. **Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests, or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County: The County of Hidalgo
 Attn: County Judge
 100 E. Cano, 2nd Floor
 Edinburg, Texas 78539

If to Company: Scott Merriman, Inc.
 Attn: Jeff Biggs
 2930 Merrell Rd
 Dallas, Texas 75229

Each notice, demand, request, or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addresses or if mailed at such time as it is deposited in the United States mail.

13. **GENERAL PROVISIONS.**

- a. **Assignment.** Except as otherwise herein provided, Company shall not assign the obligations or rights under this Agreement to any person without the prior written consent of County.
- b. **Conflict with Applicable Laws.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event, the affected

provision or provisions of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists. 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.

- c. **No Waiver.** No waiver by County of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.
- d. **Governing Law.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The Company hereby consents to personal jurisdiction in Hidalgo County, Texas.
- e. **Successors.** 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.
- f. **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 County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County 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 County. *Agreements for the acquisition, including lease of real or personal property under Tex. Loc. Govt. Code §271.903:* In the event that, during any term hereof, the Commissioner's Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company, County agrees, however, to use a best efforts attempt to obtain and appropriate funds for payment of the Agreement. The parties intend this provision, if applicable, to be a continuing right to terminate this at the expiration of each budget period of County in accordance with the Texas Local Government Code.
- g. **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 state 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.
- h. **Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

- i. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate.
- j. **Entire Agreement.** This Agreement contains the entire agreement between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by an agreement in writing executed by County and Company, and not otherwise.
- k. **Purchasing Ethics.** Company represents and warrants it has not, during the process of being awarded this contract violated the following ethical standards of County and, upon and after the execution of this Agreement, agrees to abide by the following ethical standards of County:
 - i. 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 County, or for any elected official, department head or employee or former elected official, department head or employee of County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an office 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 County.
 - ii. 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 County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- l. **Void Contract.** Company understands that an awarded contract may immediately become void if the County determines that a lack of compliance with applicable policies and/or statutes has occurred in the procurement process.
- m. **Nondiscrimination.** Company, including subcontractors, assignees and successors in interest, ensures that no person shall on the grounds of race, religion, color, national origin, sex, age, or disability, or any other protected class under law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation in any federally or non-federally funded program or activity when providing any services described herein under this contract/agreement. Applicable nondiscrimination statements and provisions of Title VI of the Civil Rights Act of 1964, as amended, were provided as part of the initial procurement packet and are incorporated herein and made a part of this agreement for all purposes.

- n. **Additional Documents.** The parties hereto covenant and agree that they will execute each such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.
- o. **Required Contract Provision for Contracts Subject to Federal Award (*if applicable*).** Pursuant to 2 CFR 200.327, a non-federal entity's contracts must contain the applicable provisions described in appendix II to 2 CFR 200-Contract Provisions for non-Federal Entity Contracts under Federal Awards. Additionally, County contracts under Federal award which are subject to assistance from the Federal Emergency Management Agency (FEMA) are also required to contain additional contract clauses. The applicable required contract clauses were provided as part of the initial procurement packet and are incorporated herein and made part of this agreement for all purposes.
- p. **Authority to Execute.** The execution and performance of this Agreement by County and Company have been duly authorized by all necessary laws, resolutions, or corporate action, and this Agreement constitutes the valid and enforceable obligations of County and Company in accordance with its terms.

[SIGNATURE PAGE TO FOLLOW]

EXECUTED as of the day and year first written above.

APPROVED BY COMMISSIONERS' COURT ON December 12, 2023.

Agenda Item No. 93389

Executive Office: _____

VENDOR:

Scott Merriman, Inc.

COUNTY:

COUNTY OF HIDALGO, Texas

Scott Merriman, Inc. Authorized Representative

Hon. Richard F. Cortez, County Judge

APPROVED AS TO FORM

Office of the Hidalgo County
Criminal District Attorney,
Toribio "Terry" Palacios

ATTEST:

Michelle Lopez, Assistant District Attorney

Arturo Guajardo, Jr., County Clerk

ATTACHMENTS:

(If Applicable)

SUPPLEMENTAL SIGNATURES:

(If Applicable)

EXHIBIT “A”

REQUEST FOR BIDS (RFB)

PROCUREMENT PACKET



HIDALGO COUNTY PROCUREMENT PACKET

REQUEST FOR BIDS

RFB No.: 23-0299-11-08-05

GENERAL PRINTING SERVICES AND RELATED SUPPLIES

Acceptance Due Date: November 8, 2023 at 3:00 pm

Ignacio Amezcua MBA, CTCM, CTCD
Hidalgo County Purchasing Director

Project Contact Information:

Pedro Cuadros, Contract Specialist I
(956) 318-2626 Ext: 4859
pedro.cuadros@co.hidalgo.tx.us

Hidalgo County
REQUEST FOR BIDS
General Printing Services and Related Supplies

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1. INVITATION LETTER

1.1. Summary

RELEASE DATE: Saturday, October 21, 2023

RE: HIDALGO COUNTY - REQUEST FOR BIDS

RFB NO.:23-0299-11-08-05 –General Printing Services and Related Supplies

Dear Prospect Offeror:

Hidalgo County Purchasing Department welcomes and appreciates your interest and participation. For your review and consideration, enclosed find the procurement packet for the aforementioned project. Modifications and new requirements have been added and implemented. Please ensure to carefully read and review all instructions, requirements and specifications. All times referenced in this procurement packet are Central Standard Time – CST.

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

Sincerely,

Ignacio Amezcua, MBA, CTCM, CTCD

Hidalgo County Purchasing Director

1.2. Contact Information

Project Contact:

Olga Garza

Contracts Division Manager

2802 S. Business Highway 281

Edinburg, TX 78539

Email: olga.garza@co.hidalgo.tx.us

Phone: [\(956\) 318-2626](tel:(956)318-2626) Ext: 4882

Procurement Contact:

Pedro Cuadros

Contract Specialist I

2812 S. Business Hwy. 281

Edinburg, TX 78539

Email: pedro.cuadros@co.hidalgo.tx.us

Phone: [\(956\) 318-2626](tel:(956)318-2626) Ext: 4859

Department:

Hidalgo County

1.3. Timeline

Release Project Date	October 21, 2023
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Question Submission Deadline	October 30, 2023, 4:00pm
Question Response Deadline	November 1, 2023, 5:00pm
Proposal Submission Deadline	November 8, 2023, 3:00pm (All times referenced in this procurement packet are Central Standard Time –CST) The proposal opening is open to the public. Proposal opening participants may attend the proposal opening in person at the Hidalgo County Purchasing Department (or designated location) or via a live stream (link below) or by calling in on the day of the event. Please be advised, public attendance at any in-person Proposal opening may be limited due to capacity and will be on a first-come-first-serve basis. Live stream: https://hidalgocounty.zoom.us/j/96464676754?pwd=K1hiY3YxN0xPem5pd2xZazYzWHF4UT09 Meeting ID: 964 6467 6754 Passcode: 545411 Dial by your location: +1 346 248 7799 US (Houston) To find your local number: https://hidalgocounty.zoom.us/u/abObUBYixl Join by SIP: 96464676754@zoomcrc.com

2. SUBMISSION DETAILS

2.1. SUBMISSION OPTIONS & REQUIREMENTS

Respondents have two (2) options for submitting a response. Respondents shall submit their response using one (1) of the following methods (**DO NOT** duplicate submittals by submitting both an electronic and hard copy response. Respondents shall select one only (1) method to respond):

- A. Submit responses electronically via the PORTAL: <https://procurement.opengov.com/portal/co-hidalgo-tx> on or before Wednesday, November 8, 2023, at 3:00 pm. **OR;**
- B. Submit one (1) hard copy and two (2) USBs in original PDF format via personal hand-delivery or delivery service on or Wednesday, November 8, 2023, at 3:00 pm.

Any Proposal received after this deadline will not be accepted and will be returned unopened to the sender.

2.2. HAND DELIVERED SUBMISSION

When hand delivering the packet, Proposer should make sure that the package is stamped with the date and time received by the Hidalgo County Purchasing staff.

DELIVER TO:

US Postal Mail Address:

- Ignacio Amezcua, MBA, CTCM, CTCD, Purchasing Director
- ATTN: Pedro Cuadros, Contract Specialist I
- Hidalgo County Purchasing Department
- Administration Building
- 2812 S. Business Hwy 281
- Edinburg, Texas 78539

Physical Address:

- Ignacio Amezcua, MBA, CTCM, CTCD, Purchasing Director
- ATTN: Pedro Cuadros, Contract Specialist I
- Hidalgo County Purchasing Department
- Administration Building
- 2802 S. Business Hwy. 281
- Edinburg, Texas 78539

FIRM INSTRUCTIONS

Responses to this procurement packet shall be formatted and organized in the following order for consistency and easy screening:

- All submissions must be typed, single-spaced, and printed one-sided on 8 ½” by 11” paper.
- One (1) hard copy, marked “ORIGINAL” and two (2) USBs in PDF format. The original document must be submitted with a Cover Page containing the information listed in the Submission Outline/Checklist, under the Submission Cover Page.
- The complete response must be sealed in an appropriately sized envelope or box for delivery to the Hidalgo County Purchasing Department, per instructions in the Procurement Packet Submission paragraph of the Legal Notice section contained within this procurement packet.
- All documents must be labeled with the firm’s name and the RFB number. Responses that are not identified with the RFB number on the outside, will be at risk of rejection.

SUBMISSION OUTLINE/CHECKLIST

To assist in ensuring all submissions received are complete, it is recommended for the Offeror to use this Submission Outline as a Checklist prior to submitting a response. All Responses must be submitted in the following order with the guidelines provided within this solicitation. **For the hand delivery option, the solicitation packet can be found under the [#ATTACHMENTS](#) section:**

A. Cover Sheet

1. Company Name, Company Address, Company Phone Number
2. Project Name: General Printing Services and Related Supplies
3. Procurement Number: 23-0299-11-08-05
4. Opening Date: Wednesday, November 8, 2023
5. Opening Time: 3:00 pm

B. Table of Contents

C. Required Confirmations/Documents

1. Legal Notice Declaration - **(Confirmation)**
2. Appendix "B" - Bid Page - **(Document)**
3. Appendix "C" - Insurance Requirements
 - a. Proof of Insurance - **(Document)**
 - b. Insurance Requirement Acknowledgment - **(Confirmation)**
 - c. Project Requirements Acknowledgment - **(Confirmation)**
4. Appendix "D" - Conflict of Interest Questionnaire
 - a. CIQ Form - Copy of County Clerk File with fee receipt (when applicable) **(Document)**

5. Appendix "E" - Vendor Acknowledgment, and HUB Declaration
 - a. Vendor Acknowledgment - **(Confirmation)**
 - b. HUB Declaration - **(Document)**
6. Appendix "F" - Certification Regarding Debarment
 - a. Signed Certification - **(Document)**
 - b. SAM.gov Registration Acknowledgment - **(Document)**
 - c. Form 1295 - **(Document)**
7. Appendix "G" - Title VI Appendices
 - a. Title VI Appendices [A -E] - **(Confirmation)**
8. Appendix "H" - Required Contract Clauses For Contracts Under Federal Award
 - a. Byrd Anti-Lobbying Contract Clause - **(Document)**
 - b. 2 CFR 200 Certification - **(Document)**
9. Appendix "I" - FHWA 1273
 - a. FHWA 1273 **(Confirmation)**
10. Appendix "J" - Proposer's Affidavit - **(Document)**
11. Appendix "K" - Draft Agreement - **(Confirmation)**
12. Appendix "M" - References - **(Document)**
13. Addenda (when applicable; see Addenda under Legal Notice) - **(Document)**

(Confirmation) = A confirmation is required for this section.

(Document) = A document submission is required for this section.

2.3. ELECTRONIC SUBMISSION

Hidalgo County Purchasing Department will only accept electronic responses that are submitted via the PORTAL: <https://procurement.opengov.com/portal/co-hidalgo-tx>. The COUNTY will NOT accept telegraphic, emailed, nor responses submitted via facsimile.

*When submitting a response electronically, the firm will be required to complete all the sections found in this solicitation in order for the submission to be valid.

3. PROCUREMENT OVERVIEW

THE RESPONDENT IS RESPONSIBLE FOR READING AND UNDERSTANDING ALL DOCUMENTS, FORMS, SPECIFICATIONS, AND INSTRUCTIONS WITHIN THIS ENTIRE DOCUMENT. Follow all instructions; you are responsible for obtaining any information needed in order to respond to this solicitation. Further, the Respondent is responsible for providing any and all relevant information necessary to submit a response. Failure to do so will be at the Respondent's risk and may result in rejection of the response as non-conforming.

General Requirements apply to all advertised solicitations; however, these may be superseded, whole or in part, by OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your proposal package is complete.

3.1. INTRODUCTION

Hidalgo County (hereinafter referred to as "COUNTY") is seeking qualified respondents interested in providing services for the "General Printing Services and Related Supplies". Bids will be received in accordance with the requirements attached hereto as Appendix "A". The response should address all requirements.

3.2. Pre-Bid Meeting

If there will be a Pre-Bid meeting the information will be included in Section 1 – Invitation Letter/Timeline.

3.3. AWARD

Hidalgo County may award the Bid on a lump sum basis to one (1) bidder or to multiple bidders, whichever is in the best interest of the County.

- a. Before awarding any contract, Hidalgo County Purchasing Department will verify, using the Federal System for Award Management (SAM) and the Texas Comptroller's Debarred Vendor List, that the offeror recommended for contract award has no unsatisfactory performance history that would prohibit awarding them a contract.
- b. The contract will be awarded to that responsible offeror(s) whose offer, conforming to the solicitation, will be most advantageous to the county, price, and other factors considered. A responsible offeror is one who affirmatively demonstrates to the County that the offeror has adequate financial resources and the requisite capacity, capability, and facilities to perform the contract within the delivery period or period of performance, has a satisfactory record of performance on other comparable projects, has a satisfactory record of integrity and business ethics, and is otherwise qualified and eligible to receive an award under the solicitation and laws or regulations applicable to this procurement.
- c. The County reserves the right to accept other than the lowest offer, reject any or all offers in part or in total for any reason, to accept any offer if considered best for its interest, and to waive informalities and minor irregularities in offers received.
- d. The County may accept any item or group of items of any offer unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in Pricing Schedule, offers may not be submitted for any quantities less than those specified, and the County reserves the right to make an award on any item for a

unit quantity less than the quantity offered at the unit prices offered unless the offeror specifies otherwise in the offer.

e. The County's execution of the Contract shall be deemed to result in a binding contract without further action by the offeror.

f. The County may, within the time specified therein, accept any offer or part thereof, as provided in (c) above, whether or not there are negotiations subsequent to its receipt unless the offer is withdrawn by written notice received by the County prior to award. g. The County may award a contract, based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and technical standpoint, which the offeror can submit to the County.

g. The County may award a contract, based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and technical standpoint, which the offeror can submit to the County.

3.4. TERM

It is intended that the initial contract term will be for three (3) years commencing on the date approved by Commissioners Court; with the County's option to renew/extend for an additional two (2), one (1) year terms, under the same rates, terms, and conditions.

3.5. SUBMISSION OPTIONS & REQUIREMENTS

Respondents have two (2) options for submitting a response and shall select only one (1) method to respond. Please see Section 2 – Submission Details above for submission options, procedures, and requirements. Any Proposal received after the provided deadline will not be accepted and will be returned unopened to the sender.

3.6. PROPOSAL OPENING STREAMING

Please find the proposal opening information included in Section 1 – Invitation Letter

3.7. HAND DELIVERED SUBMISSION

If Respondent chooses to hand deliver its submission, whether personally or via delivery service, it must follow the procedures and requirements set for in Section 2 – Submission Details above.

3.8. ELECTRONIC SUBMISSION

If Respondent chooses to submit its response electronically, it must follow the procedures and requirements set for in Section 2 – Submission Details above.

3.9. SIGNING OF SUBMISSION

In order to be considered, all submittals **must** be signed by an authorized representative of the firm. **For hardcopy submissions, please sign the original in blue ink and ensure the copy is clearly labeled. For electronic submissions, please ensure all appropriate certifications are marked.**

3.10. QUESTIONS AND ANSWERS

Questions must be submitted via the PORTAL'S Question and Answer Tab (Q&A) no later than Monday, October 30, 2023, at 4:00 pm. Responses to properly submitted questions will be published in the PORTAL and emailed to all planholders who are listed as a Follower in the PORTAL. Telephone inquiries will not be accepted.

3.11. RESTRICTIVE OR AMBIGUOUS REQUIREMENTS

It is the responsibility of the Proposer to review the procurement packet and to notify the Hidalgo County Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition or request clarification of any requirements that are ambiguous. Any such protest or question regarding the requirements or proposal procedures must be received in writing via the PORTAL'S Q&A Tab by the deadline stated for Questions and Answers.

3.12. COST OF SUBMISSION

Hidalgo County will not be liable for any costs incurred by the vendor in preparing a response to this procurement packet. Each Proposer acknowledges it is submitting a response at their own risk and expense. Further, no reimbursement for such charges or expenses shall be passed onto Hidalgo County. Hidalgo County makes no guarantee that any products or services will be purchased as a result of this solicitation and reserves the right to reject any and all submissions received. All responses and accompanying documentation will become the property of Hidalgo County.

3.13. WAIVING OF INFORMALITIES

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

3.14. NOTICE OF COMMUNICATION

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. No vendor, its' representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that this procurement packet is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or negotiation with a vendor which has been specifically authorized by the governing body.

4. LEGAL NOTICE

These General Provisions are considered standard language for an Offeror (hereinafter referred to as “Offeror”, “Vendor”, “Respondent”, or “Contractor”) submitting a response for a Request for Bids, Proposals, Qualifications or other solicitation (hereinafter referred to as “Procurement Packet”) made by the County of Hidalgo (hereinafter referred to as “Hidalgo County” and “County” or any other governing body/agency for which the Hidalgo County Purchasing Department has been authorized to perform procurement services. The Hidalgo County Purchasing Department webpage may be found at <https://www.hidalgocounty.us/143/Purchasing-Department>.

It is the Offeror’s sole responsibility to be in compliance of all federal, state, and local laws, requirements, rules, codes, ordinances, and regulations applicable to their proposed goods and/or services. In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall procurement packet, Hidalgo County’s interpretation shall govern. Referenced appendices may be subject to change.

The following is a link to all adopted Hidalgo County policies (<https://www.hidalgocounty.us/805/CountyAdministrative-Policies>), which for all purposes, when applicable and whether specified explicitly or not, are incorporated by reference as part of this procurement packet and any resulting agreement.

4.1. ACCEPTANCE OF SUBMISSION

Receipt of the submission shall under no circumstance obligate Hidalgo County to accept the response, or make an award. The Offeror is responsible for obtaining any information needed in order to respond and for all costs of submitting its response. An Offeror’s submitted response is to remain firm for a minimum of ninety (90) days after opening. Hidalgo County is not responsible for any missing, lost, or late submissions.

4.2. ACCESS TO RECORDS

In special circumstances, Vendor may be required to allow duly authorized representatives of Hidalgo County, or the state and federal government access to contracts, books, documents, and records necessary to verify the nature and extent of the cost of services provided by Vendor. Vendor must keep records within Hidalgo County or note in their submission that records will be available within the boundaries of Hidalgo County to those representatives within one (1) business day of request by the County.

4.3. ACCOUNT CREATION FOR PAYMENT

Upon award and prior to execution of a contract, Offeror shall cooperate with and submit any required information to the Hidalgo County Auditor’s Office in order to establish an account with the County for payment, including information requested on Hidalgo County Vendor Enrollment Solution, Appendix “E” on this procurement packet. This information must be on file with the Hidalgo County Purchasing Department and the Hidalgo County Auditor’s Office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

4.4. ADDENDA

When specifications interpretations, amendments, corrections or changes are revised, the Hidalgo County Purchasing Department will issue an Addendum addressing the nature of the change. All released Addenda will be e-mailed to all point of contact(s) who are known to have received or requested a copy of the procurement packet directly from the Hidalgo County Purchasing Department. Offeror must sign in blue ink and include it in the returned submission package.

4.5. ASSIGNMENT

The successful Offeror shall not assign, sell, transfer, convey, or otherwise transfer its rights under any awarded contract, in whole or in part, without the prior written consent of County of Hidalgo County Commissioners Court (hereinafter referred to as “Commissioners Court”), or other applicable governing body.

4.6. AWARD

Hidalgo County reserves the right to award this contract on the basis determined on the Procurement Overview, and when applicable, listed on Appendix “B”, in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one Offeror, and to reject any or all submissions received. After Hidalgo County Commissioners’ Court approves an award, and the awarded Contractor defaults in meeting the general requirements and/or specifications in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s) and/or qualified Offeror(s). In such event, Hidalgo County shall charge the Awarded Vendor the difference for any additional cost of such item. Hidalgo County reserves the right to add or delete items during the term of the contract under the same rates and conditions.

4.7. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

The County will search a database maintained by the Texas State Comptroller which contains relevant vendor information. A contract may not be entered into with an entity that is identified therein. Search results shall be incorporated for all purposes as part of any resulting agreement entered into by the parties. The Offeror shall follow all federal, state, and local laws, requirements, rules, codes, ordinances, regulations and Hidalgo County Policy & Procedures applicable to their proposed goods and/or services, including, but not limited to those addressed within this procurement packet, the resulting agreement and the following:

4.7.1 Attestation Terrorist Organizations - TEX. GOVT. CODE CH. 2252. Pursuant to the Texas Government Code, including but not limited to Chapter’s 2252, 806 and 807, the Offeror warrants, represents, certifies and attests that, by submitting a response to this procurement packet and/or at the time of execution of this Contract, Agreement, or supplemental agreement thereafter, neither the Offeror, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist or (ii) is a company listed by the Texas Comptroller of Public Accounts.

4.7.2 Breach of Ethics. Contracts awarded hereunder shall be in compliance with Tex. Loc. Govt. Code Chapter 171: Regulation of Conflicts of Interest of Officers of Municipalities, Counties and Certain Other Local Governments.

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 response to a request 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.

4.7.3 Bonds. If this procurement packet requires submission of bid bond or proposal guarantee, and performance and payment bonds, an explanation of these requirements will be detailed on the Projects Requirements Acknowledgement listed in **Appendix “C”**. Responses submitted without the required bond or cashier's checks may be deemed unresponsive, thus disqualified from participation.

4.7.4 Boycott Energy Companies Verification – TEX. GOVT. CODE 2274. In accordance with changes to the law from the 87th Legislature in 2021, a for-profit company, not including a sole proprietorship, with ten or more full-time employees, is required to verify in writing that it does not boycott energy companies, and it will not boycott energy companies during the term of the Contract, if it is a contract for goods or services that has a value of at least \$100,000 that is paid wholly or partly from public funds of the governmental body. **Written verification may be provided by signing the Legal Notice Declarations page.** Please provide a written notification if your company is unable to provide the written verification referenced above.

As per Tex. Gov't. Code §809.001(1), "Boycott energy company" means “without an ordinary business purpose, 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 with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of February 15, 2023 fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A)”.

As per Ch. 2274(c), this verification requirement does not apply to the County if it determines that this requirement is inconsistent with the County's constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds.

4.7.5 Boycott Israel Verification - TEX. GOVT. CODE 2270. In accordance with the Texas Government Code, including but not limited to Chapters 2270 and 808, a company, other than a sole proprietorship, with ten or more full time employees is required to certify in writing that it does not boycott Israel and will not boycott Israel during the term of the Contract, if the Contract has a value of \$100,000 or more.

4.7.6 Certification Regarding Debarment, Suspension Ineligibility, and Voluntary Exclusion. The Offeror warrants and represents by execution of an award from their response to this procurement packet that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in any Federal

programs, or state assistance, as described under Executive Order 12549, “Debarment and Suspension.” The Offeror agrees to include this certification in all contracts between itself and any subcontractors in connection with the services performed under any subsequent Contract or Agreement arising from this award. The Offeror also acknowledges that it is their sole responsibility to immediately notify Hidalgo County, in writing, if they or a subcontractor is not in compliance with Executive Order 12549 during the term of this contract. Further, Offeror agrees to refund Hidalgo County for any payments made to the contractor while ineligible. Pursuant to federal regulation 45 CFR Part 76, the Offeror is required to furnish a certification or acknowledgement stating that they are free from suspension and debarment through registration on System for Award Management at <http://www.sam.gov> with their response.

4.7.7 Davis-Bacon Act/Hidalgo County Adopted Prevailing Wage Rate. When applicable, in accordance with Texas Government Code, Chapter 2258, as well as any other applicable laws, any Contractor or Subcontractor performing contracts in excess of \$2,000, for the construction, alteration, or repair (including painting and decorating) of public buildings or public works must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area as per the Davis Bacon Act or the rates adopted by Hidalgo County.

The Offeror warrants and represents that it will pay all its workers all monies earned by its employees including, but not limited to regular wages, any overtime compensation, or any additional payments pursuant to the Fair Labor Standards Act, 29 U.S.C. Section 207 9a(1), as amended; the Texas Pay Day Act; the Equal Pay Act; Title VII of the Civil Rights Act of 1964, 42 U.S.C. Section 2000e, et al., as amended; and/or any provisions of the Texas Labor Code Ann., as amended, without cost or expenses to the County.

Awarded Vendors, its officers, agents, and/or employees will not be entitled to any benefits of an employee or elected official of Hidalgo County, including, but not limited to, benefits associated with Hidalgo County's civil service system.

4.7.8 Disclosure of Conflict of Interest.

4.7.8.1 As an Offeror. Pursuant to Texas Local Government Code, Chapter 176, an Offeror must disclose an interest between the Offeror, the Offeror's employees and any Hidalgo County employees arising from relationships within the first degree of consanguinity or affinity. A financial interest arises if the County's elected official, department head, or employee, or a member of their family, received any gifts valued in excess of \$250 during the preceding twelve (12) month period, or employment of any County's elected official, department head, or employee, or the County official's family member.

The Offeror shall not use funds to directly or indirectly pay any person for influencing or February 15, 2023 attempting to influence any County employee or official in connection with the awarding of any contract or the extension, continuation, renewal, amendment or modification of any contract.

4.7.8.2 Certificate of Interested Parties (Form 1295). Hidalgo County cannot enter into a contract until Form 1295 is submitted, as Texas law, including, but not limited to Tex. Govt. Code Ch. 2252, Title 1 Tex. Ethics Comm. Rules – Title 1, sec. 46 and the Tex. Admin. Code, requires all parties who enter into any contract with the County which must be approved by its governing body, to disclose all interested parties. Form 1295 must be completed in its entirety through the Texas Ethics Commission at the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm prior to awarding the Contract. Failure to do so may result in delay of award, or deem your response unresponsive, thus disqualified from participation.

4.7.8.3 Collusion. The Offeror affirms that by responding to any solicitation made by Hidalgo County, it has not communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business. Any or all responses may be rejected if the County believes that collusion exists among the Offerors, and/or the County believes prices provided by the Offerors are inappropriately unbalanced. Respondent's Affidavit (Appendix "J") must be included in the response.

4.7.8.4 Consultants Excluded from Competition. An outside Consultant or Contractor is prohibited from submitting a response for goods or services requested on a Hidalgo County project of which the Consultant or Contractor was a designer or other previous contributor, assisted in developing or drafting specifications, requirements, statements of work, or requests for goods and/or services must be excluded from competing for such procurements. If such, a Consultant or Contractor submits a response, that response shall be prohibited, and disqualified on the basis of conflict of interest, no matter when the conflict is discovered by Hidalgo County.

4.7.8.5 Disclosure of Interested Parties (Form CIQ). Offeror must fully disclose the existence of any relationships as defined above in its response to this procurement packet. The Conflict of Interest Questionnaire (CIQ), attached hereto as Appendix "D", must be filed with the Hidalgo County Clerk, located inside the Hidalgo County Courthouse no later than the seventh business day after the date the person becomes aware of facts that require the statement to be filed. Hidalgo County Clerk contact information may be found at <https://www.hidalgocounty.us/161/CountyClerks-Office>. **Completion and submission of Form CIQ is the sole responsibility of the Offeror.** Additionally, the Offeror must immediately notify Hidalgo County if the information provided in its response changes at any time.

4.7.8.6 Disclosure to Report Lobbying. When applicable, pursuant to 31 U.S.C.A. §1352(2003), if at any time during the contract term funding to Contractor exceeds \$100,000.00, Contractor shall file with the County the Federal Standard Form LLL titled "Disclosure Form to Report Lobbying" as detailed in Appendix "H".

4.7.9. Discrimination Against Firearm Entities or Trade Associations Verification - Tex. Gov't. Code Ch. 2274. In accordance with changes to the law from the 87th Legislature in 2021, a for-profit company, not including a sole proprietorship, with ten or more full-time employees, is required to verify in writing that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of the Contract, if it is a contract for goods or services that has a value of at least \$100,000 that is paid wholly or partly from public funds of the governmental body. Written verification may be provided by signing the Legal Notice Declaration page. Please provide a written notification if your company is unable to provide the written verification referenced above.

As per Tex. Gov't. Code §2274.001(3), except as otherwise indicated, to "discriminate against a firearm entity or firearm trade association " means "with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm February 15, 2023 entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association".

As per Ch. 2274, this verification requirement does not apply to the County if it contracts with a sole source provider, does not receive any bids from a company that is able to provide the required written

verification above, or the contract is exempt from compliance under Tex. Gov't. Code sec. 2274.003 relating to the issuance, sale or delivery of notes.

4.7.10 Disqualification of Offeror. By submitting a response to this request, an Offeror offering to sell supplies, materials, services, or equipment to Hidalgo County certifies that the Offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, et seq., as amended, or the federal antitrust laws. If multiple submissions are made by an Offeror and after they are opened, the Offeror requests to withdraw one of the submissions is requested to be withdrawn, the result will be that all of the responses submitted by that Offeror will be withdrawn; however, nothing herein prohibits an Offeror from submitting multiple responses for different products or services.

4.7.11 Ethical Business Practices. Hidalgo County operates its business ethically and in compliance with the law. We ask that any Offeror, their representative, and/or employee doing business with Hidalgo County, who believes they have witnessed any suspected ethical violation or fraud immediately report the allegations to the Hidalgo County Purchasing Director, 2802 S. BUS HWY 281, Edinburg, TX 78539, (956) 318-2626, ignacio.amezcua@co.hidalgo.tx.us.

Hidalgo County Purchasing Department will conduct a prompt and thorough investigation. At the conclusion of the investigation, Hidalgo County Purchasing Department will refer any suspected criminal activity to the Hidalgo County District Attorney or other appropriate law enforcement agency. Any Offeror who reports suspected ethical violations or fraud can do so without fear of retaliation. Retaliating against any offeror for reporting suspected ethical violations or fraud is strictly prohibited.

4.8. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS **(CONTINUED)**

4.8.1 Historically Underutilized Business/Disadvantaged Business Enterprises. The County is committed to ensuring that Historically Underutilized Businesses (HUB) and Disadvantaged Business Enterprises (DBE) such as small business enterprises (SBE), minority and women-owned business enterprises (MWBE) receive a fair and equal opportunity for participation in the County's procurement process. The County encourages the use of these enterprises both as prime and subcontractors as listed in **Appendix "E"**.

When federal funds are expended by the County, the County will take affirmative steps set forth in 2 CFR 200.321 to assure that small, minority, women-owned businesses and labor surplus area owned firms are used when possible. Pursuant to 2 CFR 321, the County requires that a prime contractor who uses subcontractors take affirmative steps set forth in 2 CFR 200.321, including:

- a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

f. Nothing in this section is to be construed to require the County to award a contract other than as required by law and Hidalgo County policies and procedures.

When procurement is related to road construction projects with the Texas Department of Transportation February 15, 20237(TxDOT), all respondents must submit their HUB/DBE plans as part of their submission to be qualified to participate.

4.8.2 Independent Contractor. Offeror must comply with all applicable Hidalgo County policies and with any applicable federal, state, or local laws, regulations, orders, or ordinances applicable to the Services provided by Offeror under a contract entered into by the parties. Notwithstanding the foregoing sentence, Offeror represents and maintains that Offeror is an Independent Contractor and is not an employee of the County, or any agency thereof, and represents and warrants that Offeror does not desire or request any fringe benefits provided to employees of County, and/or any agency of the County, including but not limited to benefits associated with Hidalgo County's Civil Service Program. Any contract entered into between the parties and the performance of the same does not create an agency relationship or master servant relationship. Offeror agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received under a contract. Offeror will incur no financial obligation on behalf of the County without prior written approval of the County. Offeror will be responsible for all personal and professional expenses, including, but not limited to, membership fees and dues and expenses of attending conventions and meetings. The County will have no right to direct or control the details, manner or means by which Offeror or its affiliates provide the Services, except as otherwise set forth in this packet and/or any contract entered into by the parties. Offeror agrees to not take any action that is detrimental to, or not in the best interest of the County.

4.8.3 Nondiscrimination. By submitting a response to this procurement packet, the Offeror certifies that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended and related state and federal law. Offeror, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, age, disability or any other protected class under law (except as allowed in the case of bona fide occupational qualifications).

4.8.4 Texas Public Information Act. The Offeror understands and agrees that Hidalgo County is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act (the "Act"). Hidalgo County must rely on advice, decisions and opinions of the Attorney General of the State of Texas relative to the disclosure of data or information. Submissions will be kept confidential in accordance with the Act and applicable law, and **submissions are subject to inclusion into the public record after award.** To the extent permitted by law, Offeror may request in writing non-disclosure of any information that it considers to be confidential, proprietary, and/or trade secret in its submission. Such data shall accompany the submission, be readily separable from the response, and shall be CLEARLY MARKED "**CONFIDENTIAL, PROPRIETARY and/or TRADE SECRET**". Hidalgo County will make reasonable efforts to provide Offeror notice in accordance with the Act in the event the County receives a request for information under the Act for information that the Offeror has marked as indicated above. E-mail addresses provided by Offeror to the County as part of its response to this procurement packet are not confidential. Additionally, Offeror provides its affirmative consent to the disclosure of its email addresses, including from its employees, officers, and agents acting on its behalf, that are provided to Hidalgo County. This consent shall survive termination of this agreement and apply to any e-mail address provided in any form for any reason whether related to this procurement packet or otherwise.

4.8.5 Title VI Notice. 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 respondents 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. Further, Title VI has been broadened by related statutes, regulations and executive orders as found in Appendices “A” through “E” as attached hereto as Appendix “G”. Offeror agrees to comply with Title VI as may be required. The Hidalgo County Title VI Nondiscrimination Plan may be found at <https://www.hidalgocounty.us/2071/Title-VINondiscrimination-Plan>.

4.9. CONTRACT OBLIGATION

Before a contract becomes binding on Hidalgo County or the Offeror, it must be awarded by the Hidalgo County Commissioners Court, signed by the Hidalgo County Judge, funds for it must be certified by the Hidalgo County Auditor, and an official Hidalgo County Purchase Order must be issued for it by the Hidalgo County Purchasing Department. Elected officials, department heads, other County employees or representatives are NOT authorized to sign agreements for Hidalgo County, unless prior authorization is approved by the Hidalgo County Commissioners Court, or respective governing body. Binding agreements shall remain in effect until all products and/or services covered by this procurement packet have been satisfactorily delivered and accepted.

4.10. CONTRACT RENEWALS

Any extension or renewal of the agreement entered into by the parties are made at the County’s sole discretion and under the same rates, terms and conditions as the initial agreement, or as amended.

4.11. CONTRACT TRANSITION (Grace Period)

In the event services end by either contract expiration or termination, it shall be required that the successful respondent continue services if requested by the Hidalgo County Purchasing Department, until new services can be completely operational. The successful respondent acknowledges its responsibility to cooperate fully with the replacement vendor and Hidalgo County to ensure a smooth and timely transition to the replacement vendor. Such transitional period shall not extend more than sixty (60) days beyond the expiration termination date of the contract, or any extension thereof. The successful respondent shall be reimbursed for services during the transitional period at the rate in effect when the transitional period clause is invoked by Hidalgo County. During any transition period, all other terms and conditions of the contract shall remain in full force and effect as originally written and subsequently amended.

4.12. COST OF GOODS AND SERVICES

Discount payments will be considered when offered. If during the life of any contract, or response awarded, the successful respondent’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 Hidalgo County. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

4.13. COUNTY APPROVED HOLIDAYS

The Offeror is advised that official County business will not be conducted on approved County holidays. The link of approved holidays can be found on: <https://www.hidalgocounty.us/115/County-Holidays>.

4.14. EVALUATION

Evaluation shall be used as a determinant as to which proposed items or services are the most efficient and/or most economical for the County, considering all factors which have a bearing on price and performance of the items in the user department's environment. All submissions, except for Requests for Bids, may be subject to evaluations and negotiations by the Hidalgo County Purchasing Department, or authorized Hidalgo County representative as approved by Hidalgo County Commissioners Court, with recommendation to the appropriate governing body. Compliance with all requirements, delivery and needs of the user department are considerations in evaluating the responses received. **Pricing is NOT the only criteria for making a recommendation.** A preliminary evaluation by Hidalgo County will be held and appropriate responses will be subjected to the negotiating process and a request for a Best and Final Offer. Upon completion of the negotiations, Hidalgo County will make an award. All responses that have been submitted shall be available and open for public record after the contract is awarded, except for trade secrets or confidential information contained in the responses and identified as such.

Hidalgo County reserves the right to refuse and reject any or all submissions and to waive any or all formalities or technicalities, or to the qualifications considered the best and most advantageous to Hidalgo County. Additionally, Hidalgo County reserves the right to separate and accept or eliminate any item(s) listed under this procurement packet that it deems necessary to accommodate budgetary or operational requirements.

4.15. FISCAL FUNDING

Hidalgo County has the discretion to utilize grant funding or general funding, however, should grant funding be utilized "Grant Funding" rules will apply. The award of a contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year. February 15, 2023⁷ Additionally, should funds not be appropriated by the applicable governing body to continue the lease or contract in their sole discretion, said lease or contract shall become null and void on the last day of the current appropriation of funds.

4.15.1 General Funding. A multi-year lease or lease/purchase arrangement, or any contract continuing as a result of an extension option, must include a fiscal funding out provision in the lease or contract. Funds for this procurement have been provided through the County budget for this fiscal year only. Hidalgo County, on an annual basis and at their discretion, has the right to reconsider a contract during the budget process for ensuing years if financial resources of Hidalgo County are insufficient to meet the liabilities of said contract. After expiration of the lease, leased equipment shall be removed by the Vendor from the user department without penalty of any kind or form to Hidalgo County. All charges and physical activity related to delivery, installation, removal and re-delivery shall be the responsibility of the Vendor

4.15.2 Grant Funding. Any contract entered into by the County that is to be paid from grant funds shall be limited to payment from the grant funding, and the Offeror understands that the County has not set aside any County funds for the payment of obligations under a grant contract. If grant funding should become unavailable at any time for the continuation of services paid for by the grant, and further funding cannot be obtained for the contract, then the contract shall be null and void.

Additionally, County contracts subject to assistance from the Federal Emergency Management Agency (FEMA), require inclusion of the contract terms found in **Appendix "H"**. It is the County's intention to comply with FEMA requirements; therefore, any conflict in terms should be resolved as such.

4.16. FORCE MAJEURE

If by reason of Force Majeure either Party shall be rendered unable, wholly or in part, to carry out its responsibility under this contract by any occurrence by reason of Force Majeure, then the Party unable to carry out its responsibility shall give the other Party notice and full particulars of such Force Majeure in writing within a reasonable time after the occurrence of the event, and such notice shall suspend the Party's responsibility for the continuance of the Force Majeure claimed, but for no longer period. Force Majeure means acts of God, floods, hurricanes, tropical storms, tornadoes, earthquakes, or other natural disasters, acts of a public enemy, acts of terrorism, sovereign conduct, riots, civil commotion, strikes or lockouts, and other causes that are not occasioned by either Party's conduct which by the exercise of due diligence the Party is unable to overcome and which substantially interferes with operations.

4.17. GOVERNING LAW

This procurement packet is governed by the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 et seq., as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. **Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and venue shall be performable in a federal or state court or competent jurisdiction in Hidalgo County, Texas.** Hidalgo County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the Hidalgo County District Attorney concerning any portion of these requirements. The County does not agree to binding arbitration and does not waive its right to a jury trial.

4.18. HIPAA COMPLIANCE

When applicable, the Offeror agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 (codified at 45 C.F.R. Parts 160 and 164), as amended ("HIPAA"); privacy and security regulations promulgated by the United States Department of Health and Human Services ("DHHS"); Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, as amended ("HITECH Act"); provisions regarding Confidentiality of Alcohol and Drug Abuse Patient Records (codified at 42 C.F.R. Part 2), as amended; and TEX. HEALTH & SAFETY CODE ANN. §§81.046, as amended, 181.001 et seq., as amended, 241.151 et seq., as amended, and 611.001 et seq., as amended collectively referred to as "HIPAA", to the extent that the Offeror uses, discloses or has access to protected health information as defined by HIPAA. Offeror may be required to enter a Business Associate Agreement pursuant to HIPAA.

4.19. INDEMNIFICATION

COMPANY SHALL INDEMNIFY AND HOLD COUNTY, ITS ELECTED OFFICIALS, EMPLOYEES AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, LIABILITY, DAMAGES, LOSSES AND EXPENSES (INCLUDING COSTS OF JUDGMENTS, SETTLEMENTS, COURT COSTS, AND ATTORNEYS' FEES, February 15, 2023) REGARDLESS OF THE OUTCOME OF SUCH CLAIM OR ACTION) CAUSED BY, RESULTING FROM, OR ALLEGING NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OR ANY FAILURE TO PERFORM ANY OBLIGATION UNDERTAKEN OR ANY COVENANT IN THIS CONTRACT, WHETHER SUCH ACT, OMISSION, OR FAILURE WAS

THE COMPANY'S OR THAT OF ANY PERSON PROVIDING SERVICES HEREUNDER THROUGH OR FOR THE COMPANY. UPON WRITTEN NOTICE FROM THE COUNTY, THE COMPANY WILL RESIST AND DEFEND AT ITS OWN EXPENSE, AND BY COUNSEL REASONABLY SATISFACTORY TO COUNTY, ANY SUCH CLAIM OR ACTION. THE COMPANY WILL CARRY PROPER INSURANCE WITH THE COUNTY AS AN ADDITIONAL NAMED INSURED. THIS INDEMNIFICATION CLAUSE SHALL SURVIVE THIS AGREEMENT AND BE ENFORCEABLE AS A SEPARATE AGREEMENT IN THE EVENT ITS SURVIVAL AND ENFORCEMENT BECOME NECESSARY.

4.20. INSPECTIONS & TESTING

Hidalgo County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the user department. If an Offeror cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the response as inadequate. The successful respondent shall warrant that all items/services shall conform to 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 procurement packet shall be subject to the County's approval. Items found to be defective or not meeting specifications shall be replaced by the successful Offeror within two (2) business days at no expense to the County. Items that are not picked up within one (1) week after notification shall be deemed a donation to the County and may be used or disposed of at the County's discretion, without waiver of any other rights of the County as to the items' nonconformity.

4.21. INSURANCE

Contractor shall procure and maintain, with respect to the subject matter of this procurement packet, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this procurement packet. Certification of such coverage must be provided to the County as part of this response. (See **Appendix "C": Insurance Requirements**). Prior to award, Hidalgo County must be listed as a Certificate Holder to the policies.

4.22. LEGAL DOCUMENTS

Offeror should submit any agreement for products and/or services which may be required by their organization to enter into a contract with Hidalgo County. The awarded vendor will be required to execute an agreement with Hidalgo County which finalizes the terms and conditions set forth in their response, best and final offer, and any negotiations between the Offeror and Hidalgo County. The agreement is subject to review and amendment by the Hidalgo County District Attorney's Office.

4.23. MAINTENANCE

Maintenance required for equipment proposed should be available in Hidalgo County by a manufacturer-authorized maintenance facility. Costs for this service shall be shown on **Appendix "B"**. If Hidalgo County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.

4.24. MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS

When applicable, Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increase might affect costs for goods and services contracted on an annual basis. As such, upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that may warrant an adjustment in bid prices contained in the contract. When applicable, the following procedure and conditions may be employed to mediate price volatility:

- A Vendor shall:
 - make its Market Volatility and Unit Price Adjustment request in writing to the County Purchasing Agent.
 - tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the Vendor of the price changes.
 - put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - notify the County at the time when the Vendor's costs for items, supplies, and or services reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
- Price adjustment reviews may only be requested by the Vendor on a quarterly basis; however, the County may at its own discretion, conduct temporary price adjustment reviews at any time.
- The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
- The County may only grant a price increase if the evidence presented is deemed reliable.
- No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
- The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.
- Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
- Price increases are only valid for the quarter in which they are requested and approved.

- Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension.
- The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
- The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4.25. MATERIAL SAFETY DATA SHEETS

Under the "Hazardous Communication Act", commonly known as the "Texas Right to Know Act", an Offeror must provide to the County with each delivery, safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the Offeror to furnish the required documentation will be cause to reject any response applying thereto.

4.26. MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE RESPONDENTS

With their submitted response, the Offeror must affirmatively demonstrate their responsibility as listed on **Appendix "A"**. A prospective respondent, by submitting a response, represents to County that it meets the requirements listed.

4.27. NAME BRANDS

Specifications may reference name brands and model numbers. It is not the intent of Hidalgo County to restrict or preclude competition in any way, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Offerors may offer items of equal stature and the burden of proof of such stature rests with Offerors. Hidalgo County shall act as sole judge in determining equality and acceptability of products offered.

4.28. NEW MILLENNIUM COMPLIANCE

All products and/or services furnished as part of this contract must be compliant for the present year and forward. This applies to all computers including hardware and software as well as all other commodities with date sensitive embedded chips.

4.29. PAYMENT UNDER CONTRACT

If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

4.30. PERFORMANCE ENFORCEMENT

Hidalgo County reserves the right to enforce performance of any contract, agreement, supplemental agreement, as amended, or participation in the professional services pool, in any manner prescribed by law or deemed to be in the best interest of the County. Hidalgo County reserves the right to terminate the contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County immediately in the event of breach or default by a successful respondent, including, but not limited to failure to maintain qualifications, meet schedules, pay any required fees or taxes, or otherwise failing to perform in accordance with the requirements of this procurement packet.

4.31. POST-AWARD DELIVERY INSTRUCTIONS

Title and Risk of Loss of goods shall not pass to Hidalgo County until Hidalgo County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the user department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday, except on County approved holidays. The Offeror is advised to consult the user department for instructions, and be given at least seventy-two (72) hours prior notice of delivery, if applicable, before delivery will be accepted. The place of delivery shall be identified in the Requirements/Specifications attached hereto as **Appendix "A"** of this procurement packet and/or on the Purchase Order as a "Deliver To:" address.

4.32. POST-AWARD INVOICES AND PAYMENTS

Offerors shall submit an original, itemized invoice on company letterhead with their company name and address, detailing the deliverable(s) of goods and/or services provided, the respective price, product code, item number, quantity, etc. per line item, the name of receiving/requesting department or elected office, the delivery address, the awarded vendor's contract number, and issued purchase order number. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the Offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the Offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. All payments are subject to compliance with the Texas Prompt Payment Act.

Deliverables or services will be considered complete only upon written acceptance by Hidalgo County. No charges may be billed to Hidalgo County unless such costs are explicitly included in the agreement or contract. For billing and payment questions please contact the Hidalgo County Auditor's Office, 2808 S. Business Hwy. 281, Edinburg, Texas 78539, (956) 318-2511.

4.33. PROCEDURES FOR VENDOR PROTEST

Any potential Offeror has the right to protest a solicitation packet or contract award. Details for these procedures can be found on our County website: <https://www.hidalgocounty.us/143/Purchasing-Department>. The Vendor also understands that an awarded contract may immediately become void if the County determines that a lack of compliance with applicable policies and/or statutes has occurred at any time, whether in the procurement process, or after award.

4.34. PROCUREMENT PACKET FORM COMPLETION

When submitting procurement packet response, Respondents must follow the procedures and requirements provided within the procurement packet, including, but not limited to those found in the Invitation Letter, Submission Details and Procurement Overview. An authorized representative of the Offeror should complete all necessary response documentation. **Failure to complete required forms or provide required information and/or to follow procedures and/or requirements may be cause to reject the entire response.**

4.35. PROCUREMENT PACKET SUBMISSION

Offeror must comply with the following procurement packet submission procedures.

4.35.1 Offeror must submit all completed responses in accordance with the provisions, procedures and requirements provided within the procurement packet, including, but not limited to those found in the Invitation Letter, Submission Details and Procurement Overview by the date and time indicated therein. **Failure to follow packet submission requirements may be cause to reject the entire response. Late submissions will not be accepted for any reason.**

4.35.2 Supplemental Materials. Offerors are responsible for including all pertinent product data in the submitted response to this procurement packet. Literature, brochures, data sheets, specification information, completed forms requested as part of the procurement packet and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the Offeror wishes to include as a condition of the submission, must also be in the submitted response. Failure to include all necessary and proper supplemental materials may be cause to reject the entire response.

4.36. PROOF OF BUSINESS

Offeror must be in business under its current name and in its current form (e.g., proprietorship, Chapter S Corporation). Information to be included as part of the Vendor Application, **Appendix “E”**.

4.37. PURCHASE ORDER AND DELIVERY

The successful Offeror shall not deliver products or provide services without a Hidalgo County Purchase Order, signed by the Hidalgo County Purchasing Director, or an authorized agent of the Hidalgo County Purchasing Department. When applicable, the fastest, most reasonable delivery time shall be indicated by the Offeror in the proper place on **Appendix “B”**. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped **F.O.B. INSIDE DELIVERY** unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the user department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Hidalgo County, without prejudice to other remedies provided by law. **Where delivery times are critical, Hidalgo County reserves the right to award accordingly.**

Goods and/or Services must not be provided and **invoices will not be paid** without a purchase order signed by the Hidalgo County Purchasing Director.

4.38. QUALIFICATIONS OF OFFEROR

Offeror's failure to qualify or maintain qualifications throughout the term of this agreement shall release Hidalgo County from all obligations to the Offeror with regard to the services. In such an event, Hidalgo County may elect to engage another qualified firm or reject all submissions and re-advertise.

4.39. RECYCLED MATERIALS

Hidalgo County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Hidalgo County will be the sole judge in determining product preference application.

4.40. REFERENCES

If applicable, Offeror must provide a total of four (4) references in each response to a solicitation requested by Hidalgo County. **One of the four references listed should be of a project that was canceled. If Offeror has not had a project canceled, then please indicate so.** Offeror may provide this in form of Reference Letters from other individual(s)/entities or local government entities for whom the Offeror has provided similar services in the past twenty-four (24) months as demonstration of their prior experience, or if Offeror prefers, may utilize the Reference Form **Appendix "M"**. Letters or reference sheet must include the following information:

- Organization/Client Name/Government Entity (Include population of any local governmental entity – some procurements may require a specific population).
- Name of Contact Person
- Contact Telephone, Address, and Email
- Name of Project
- Scope of Work
- Contract Period
- Budget Project Amount; Actual Project Amount
- Expected project timeframe; actual project timeframe
- Include contact information for one (1) client that services have been canceled, and a description of why the project was canceled. If Offeror has not had a project canceled, then please indicate so.

4.41. SCANNED OR RE-TYPED RESPONSE

If in its response, Offeror either electronically scans, re-types, or in some way reproduces the County's published procurement packet, then in the event of any conflict between the terms and provisions of the County's published procurement packet, or any portion thereof, and the terms and provisions of the response made by the Offeror, the County's procurement packet **as published** shall control. Furthermore, if an alteration of any kind to the County's published procurement packet is only discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation.

Regardless of how an Offeror requested or received a copy of this procurement packet to prepare a response, **the response must be submitted according to the instructions contained within this procurement packet.**

4.42. SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase, or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

4.43. SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item proposed.

4.44. SUBCONTRACTING

Vendor may not subcontract services to another firm without prior written request detailing goods and/or services that are to be subcontracted, and approval of said written request by Hidalgo County Commissioners Court, or applicable governing body.

4.45. TAXES

Hidalgo County is exempt from all federal excise, state, and local taxes unless otherwise stated in this document. Hidalgo County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Offerors are not to include tax in any cost figures (including in any supplemental project specific contracts applicable to pools). If it is determined that tax was included in the cost figure it will not be included in the tabulation of any supplemental project specific awards. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Hidalgo County Purchasing Department, and signed by the Agent, or authorized Purchasing Department representative.

4.46. TERM OF CONTRACTS

If the contract is intended to cover a specific time period, the term will be specified in the **Procurement Overview**. Awarded contract will be in effect until (a) the term expires, or (b) participation is terminated by County with thirty (30) days written notice prior to cancellation with or without cause. Any supplemental project-specific contract award to a successful respondent 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 the County with thirty (30) days written notice prior to cancellation with or without cause, unless otherwise stated in the executed agreement.

4.47. TERMINATION

Hidalgo County reserves the right to terminate the contract for default if Offeror breaches any of the terms therein, including warranties of Offeror or if the Offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which

Hidalgo County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Hidalgo County's satisfaction and/or to meet all other obligations and requirements. Hidalgo County may terminate the contract without cause upon thirty (30) days written notice, unless otherwise stated in the executed agreement.

4.48. TERMINATION FOR HEALTH AND SAFETY VIOLATIONS

Hidalgo County has the option to terminate this contract immediately without prior notice if Offeror fails to perform any of its obligations in this contract if the failure (a) created a potential threat to health or safety or (b) violated a law, ordinance, or regulation designed to protect health or safety.

4.49. USAGE REPORTS

Hidalgo County reserves the right to request, and receive at no additional cost during the yearly contract period, a usage report detailing the services furnished to date under an agreement resulting from this procurement packet. The reports must be furnished no later than five (5) business days after written request and itemize all purchases to date by Hidalgo County department, description of each service purchased, quantity of each service purchased, per unit cost and total amount of all services purchased.

4.50. WAIVER OF SUBROGATION

Offeror and Offeror's insurance carrier waive any and all rights whatsoever with regard to subrogation against Hidalgo County as an indirect party to any suit arising out of personal or property damages resulting from Offeror's performance under any award resulting from award from this procurement packet.

4.51. WARRANTIES

Offerors shall furnish all data pertinent to warranties or guarantees which may apply to items in the response to this procurement packet. Offeror may not limit or exclude any implied warranties. Further, Offeror warrants that product sold to the County shall conform to the standards established by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event product does not conform to OSHA Standards, where applicable, Hidalgo County may return the product for correction or replacement at the Offeror's expense. If Offeror fails to make the appropriate correction within a reasonable time, Hidalgo County may correct at the Offeror's expense.

4.52. CIVIL WORKS, CONSTRUCTION & PUBLIC WORKS PROJECTS

Provisions of Tex. Govt. Code Ch. 2269 as amended by HB 2581 of the 87th Texas Legislature applicable to Civil Works and Construction Projects are hereby incorporated. Provisions of Texas Local Govt. Code Ch. 271, subchapter B applicable to competitive bidding on certain public works projects are hereby incorporated.

5. APPENDIX A - REQUIREMENTS/SPECIFICATIONS

5.1. PROJECT REQUIREMENTS

Respondents can find the Requirements, Specifications under [#ATTACHMENTS](#)

APPENDIX "A"
Specifications/Requirements
HIDALGO COUNTY
"General Printing Services & Related Supplies"
BID NO.: 23-0299-11-08-05

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: pedro.cuadros@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.	Budget/ Worker’s Comp/ Employee Benefits
16.	Child Protection Court
17.	Commissioner, Precinct 1

18.	Commissioner, Precinct 2
19.	Commissioner, Precinct 3
20.	Commissioner, Precinct 4
21.	Constable, Precinct 1
22.	Constable, Precinct 2
23.	Constable, Precinct 3
24.	Constable, Precinct 4
25.	Constable, Precinct 5
26.	County Auditor's Office
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.	Elections Department
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 Department
69.	Sheriff's Office - Law Enforcement Department
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 three (3) 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 Appendix “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.

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6. APPENDIX B - BID PAGE

GENERAL PRINTING SERVICES & RELATED SUPPLIES

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
1	139th Judicial District Court	BUSINESS CARDS	3½"x2", Black ink raised Lettering, w/gold raised seal, single sided print, landscape layout - foil seal - 500/box	4	Box		
2	139th Judicial District Court	BUSINESS CARDS	3½"x2", Black ink raised Lettering, w/gold raised seal, single sided print, landscape layout - ink seal - 500/box	4	Box		
3	139th Judicial District Court	ENVELOPES W/LOGO	ENVELOPES W/LOGO - Size 4 ⅛" x 9 ½", White Linen Standard Envelopes, raised Print, black ink and Gold ink foil seal - 500/box	2	Box		
4	139th Judicial District Court	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 - 500 sheets per ream	4	Ream		
5	139th Judicial District Court	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 only front and back print, 2nd and 3rd page front only Top Glue Bind	2,000	Each		
6	206th Judicial District Court	BUSINESS CARDS	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout white Linen - 500/box	2	Box		
7	206th Judicial District Court	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	Each		
8	206th Judicial District Court	ENVELOPES W/LOGO	Size 4 ⅛" x 9 ½", standard envelopes, raised print, black ink and gold for seal 24 lb 25 % cotton - 500/box	2	Box		
9	206th Judicial District Court	JUROR TAGS	3½" x 2 ¼", Yellow Plastic w/black letter w/thumb grip clip	14	Each		
10	206th Judicial District Court	JUROR'S HANDBOOK PAMPHLETS	17 ½" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper 60 lb	1,000	Each		
11	206th Judicial District Court	LETTERHEAD PAPER	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 - 500 sheets per ream	2	Ream		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
12	206th Judicial District Court	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 only front and back print, 2nd and 3rd page front only, Top Glue Bind	2,000	Each		
13	332nd Judicial District Court	BUSINESS CARDS	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout - 500/box	1	Box		
14	332nd Judicial District Court	ENVELOPES W/LOGO	Size 4 ⅞" x 9 ½", Standard Envelopes flat black Print, and flat black ink for self-seal - 500/box	5	Box		
15	332nd Judicial District Court	INSTRUCTIONS TO JURORS IN CIVIL CASES	5 ½ x 7" folded in half printed in black front and back in and out	2,500	Each		
16	332nd Judicial District Court	LETTERHEAD PAPER	8.5" X 11" 25 % Cotton Paper- flat Print, black/gray ink 500 sheets per ream	2	Ream		
17	332nd Judicial District Court	ORDER OF RELEASE/ORDER OF COMMITMENT	8.5" X 11" Paper Size, three (3) part NCR, White, Yellow, Pink 1st page only front and back print, 2nd and 3rd page front print only----- 2 hole punch on top	2,500	Each		
18	370th Judicial District Court	ENVELOPES W/LOGO	Size 4 ⅞" x 9 ½", Standard Envelopes, raised Print, black ink and Gold for seal - 500/box	2	Box		
19	370th Judicial District Court	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	2	Ream		
20	430th Judicial District Court	BUSINESS CARDS	3½"x2", BLUE ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout - foil - 500/box	1	Box		
21	430th Judicial District Court	BUSINESS CARDS	3½"x2", BLUE ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout - ink - 500/box	1	Box		
22	430th Judicial District Court	BUSINESS CARDS	(BAILIFF) 3½"x2", BLUE ink Raised Lettering in the front w/Gold ink Seal, DOUBLE sided flat print in the back, landscape layout - 500/box	1	Box		
23	430th Judicial District Court	ENVELOPES W/LOGO	Size 4 ⅞" x 9½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 25 % cotton - 500/box	2	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
24	430th Judicial District Court	JUROR'S HANDBOOK PAMPHLETS	17½"x9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light BLUE Paper	500	Each		
25	430th Judicial District Court	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	2	Ream		
26	430th Judicial District Court	ORDER OF RELEASE/ORDER OF COMMITMENT	8.5"x11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2nd and 3rd page front only (same as page one) Top Glue Bind	3,000	Each		
27	92nd Judicial District Court	BUSINESS CARDS	3½"x2", 80# linen card stock-natural black (raised) Lettering, w/Gold foil raised Seal , Single sided print, landscape layout - 500/box	1	Box		
28	92nd Judicial District Court	ENVELOPES W/LOGO	Size: 9½ x4¼", #10 linen-Natural Standard Envelopes, black ink (raised) Print and Gold (foil) seal 500 per box 24 lb	2	Box		
29	92nd Judicial District Court	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	2	Ream		
30	92nd Judicial District Court	ORDER OF RELEASE/ORDER OF COMMITMENT	8.5"x11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2nd and 3rd page front only, Top Glue Bind	2,000	Each		
31	93rd Judicial District Court	BUSINESS CARDS	Business Cards w county Logo on the Right of the card and State of Texas on the left in Gold & Dept Info. In Blue 3 ½ x 2; card stock 25% cotton off white - 500/box	1	Box		
32	93rd Judicial District Court	CERTIFICATE (AWARD)	Award/Certificate 8x11 ½ Gold border with Blk Letters	2,500	Each		
33	93rd Judicial District Court	ENVELOPES	With county Logo in Gold & Dept Info. In Blue SIZE 9½ x 4 1/8 , 25% cotton- off white - 500/box	5	Box		
34	93rd Judicial District Court	LETTERHEAD PAPER	8.5 x 11 Letterhead w county Logo in Gold & Dept Info. In Blue with the State of Texas Emblem as a Watermark ,25% cotton off white - 500 sheets per ream	5	Ream		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
35	93rd Judicial District Court	ORDER OF COMMITMENT - Order of Commitment	Order of Commitment, 8.5 x 11 -3 Carbon Copy sheets all in white, top binding, 1st page is front/ back the other two only front county Logo in the bottom	2,500	Each		
36	93rd Judicial District Court	ORDER OF RELEASE	Order of Release 8.5 x 11 -3 Carbon Copy sheets white, yellow and pink, top binding, county Logo in the bottom	2,500	Each		
37	93rd Judicial District Court	JUROR TAGS	3½" x 2 ¼", Yellow Plastic w/black letter w/thumb grip clip	14	Each		
38	93rd Judicial District Court	JUROR'S HANDBOOK PAMPHLETS	17 ½" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper 60 lb	1,000	Each		
39	Adult Probation Department	APPOINTMENT CARDS	8½"x 11", black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 8 cards	1,000	Each		
40	Adult Probation Department	ASSESSMENT APPOINTMENT FORM	Letter size page 20lb. light yellow paper, cut in 2 parts-double sided print-black ink	6,000	Each		
41	Adult Probation Department	BUSINESS CARDS	3½"x2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering, Single sided print-500 per box, landscape layout	1	Box		
42	Adult Probation Department	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	Each		
43	Adult Probation Department	COURT INFORMATION FORM	Letter Size Page (8½" X 11), 20 lb. Paper-double sided print, black ink printing	5,000	Each		
44	Adult Probation Department	COURT NOTES	Letter Size Page (8½"x11), single sided print, black ink printing	4,000	Each		
45	Adult Probation Department	DELINQUENT LETTER FOR DEFENDANT	Letter Size Page (8½"x11")-Black ink printing-Double sided print English/Spanish	15,000	Each		
46	Adult Probation Department	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	80	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
47	Adult Probation Department	ENVELOPES W/LOGO	Size (4 1/8" x 9 1/2"), flat black print, w/ black flat print seal 500 per box, with window, Flip & seal style envelope, with security tint.	40	Box		
48	Adult Probation Department	ENVELOPES W/LOGO	Custom Size (3 5/8" x 8 5/8"), special window (3" across by 1" down) Black ink inside Blue tint (security tint), flat black print, w/ black flat print seal, Flip & seal style envelope.	30,000	Each		
49	Adult Probation Department	FAMILY HISTORY INFORMATION	Letter Size Paper (8 1/2" X 11") 20 lb, double sided-Flat Black ink print, English/Spanish	6,000	Each		
50	Adult Probation Department	HOME VISIT CARDS	Letter Size Page (8 1/2" x 11"), Double sided print, black ink flat print, 110 lb. paper, 6 cards per page, cut into 6 cards-English/Spanish	1,000	Each		
51	Adult Probation Department	INTAKE APPT. REFERRAL	Letter Size Page (8 1/2" x 11"), Double sided print, black ink flat print- light green 20 lb	8,000	Each		
52	Adult Probation Department	PAMPHLETS	Letter Size Page (8 1/2" x 11"), Tri Fold-Glossy 32 lb paper, Double sided flat multi-color print, Premium Presentation Paper	20,000	Each		
53	Adult Probation Department	RECEPTIONISTS SLIPS	Letter Size page (8 1/2" x 11"), 20lb White Paper, Black flat print, cut in 8 parts	20,000	each		
54	Adult Probation Department	TRAVEL PERMIT SLIPS	Letter Size Page (8 1/2" x 11") Double Sided Print, Black flat print 110 lb paper, cut into 4	10,000	Each		
55	Commissioner, Precinct No. 3	BUSINESS CARDS	3 1/2" X 2", Ink -Black Raised Lettering, w/Gold Foil Seal, Single sided print, portrait business card layout, 500 per box	1	Box		
56	Commissioner, Precinct No. 3	ENVELOPES W/LOGO	Size 4 1/8" x 9 1/2", Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2	Box		
57	Commissioner, Precinct No. 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	Ream		
58	Commissioner, Precinct No. 3	LETTERHEAD PAPER	8.5" X 11", White Linen Paper Blue ink - 500/box	2	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
59	Commissioner, Precinct No. 3	PARKING PERMIT	4 ¼"x 7" Single sided print, White paper w/red lettering with red permit # , glue bind top, 2# Positions Index Paper 64lb velum - 50 sheets per booklet perforated at the top 2 staples	12	Book		
60	Commissioner, Precinct No. 4	BUSINESS CARDS	County Logo in Gold & Dept Info. In Blk 3 ½ x 2 (Wht linen, raised blk printed) for about 10 employees - 500/box	4	Box		
61	Commissioner, Precinct No. 4	ENVELOPES (NO WINDOW)	White, size 4 1/8 x 9 ½ w county Logo in Gold & Dept Info. In Blk (flat) - 500/box	4	Box		
62	Commissioner, Precinct No. 4	LETTERHEAD	8.5 x 11 White- with county Logo in Gold & Dept Info. In Blk. 25% Cotton, raised printed. Texture Bond 25 % cotton - 500 sheets per ream	4	Ream		
63	Commissioner, Precinct No. 4	POLYPROPYLENE STICKERS	With face adhesive 3" x 3" (A)	10,000	Each		
64	Commissioner, Precinct No. 4	POLYPROPYLENE STICKERS	With face adhesive 3" x 3" (B)	10,000	Each		
65	Constable Precinct No. 1	BUSINESS CARDS	Size: 3½"x2", CMYK Single sided flat print, Landscape layout 12KK CIS - 500/box	1	Box		
66	Constable Precinct No. 1	NOTICE/AVISO DOOR HANGER CARD	Size: 8½"x3¾ ; Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000	Each		
67	Constable Precinct No. 1	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	Book		
68	Constable Precinct No. 1	VEHICLE IMPOUNDMENT INVENTORY RECORD	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 perforated	100	Book		
69	Constable Precinct No. 2	BUSINESS CARDS	Size: 3½"x2", ivory linen paper; flat print; CMYK single sided print, landscape layout 80 lb - 500/box	14	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
70	Constable Precinct No. 2	OFFICIAL RECEIPTS FOR CONSTABLES FEES	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) wrap around perforated, side glue bind	3	TICKET BOOK		
71	Constable Precinct No. 2	TICKET BOOK	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 - 20 sheets per book	50	Book		
72	Constable Precinct No. 2	WARNING FLYERS/ADVERTENCIA FLYERS	Size: 8½" x11", peel stick, neon yellow, black ink one sided flat print (English / Spanish) - 500/box	4	Box		
73	Constable Precinct No. 3	BUSINESS CARDS	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/box	1	Box		
74	Constable Precinct No. 3	BUSINESS CARDS	3½"x2", blue and gold ink raised lettering, w/seal two colors blue/gold, single sided print, landscape layout 80 lb - 500/box	4	Box		
75	Constable Precinct No. 3	ENVELOPES	Size 4⅞"x9½", Standard Linen Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	4	Box		
76	Constable Precinct No. 3	LETTERHEAD PAPER	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	Ream		
77	Constable Precinct No. 3	NOTICE/AVISO DOOR HANGER CARD	8½"x3¾"; black ink, double sided flat print (English one side-Spanish other side) neon orange card stock w/die cut	2,000	Each		
78	Constable Precinct No. 3	OFFICIAL RECEIPT FOR CONSTABLES FEES	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	Book		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
79	Constable Precinct No. 3	TICKET BOOK	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	Book		
80	Constable Precinct No. 3	VEHICLE IMPOUNDMENT INVENTORY RECORD	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	Book		
81	Constable Precinct No. 3	WARNING BOOK	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	Book		
82	Constable Precinct No. 3	WARNING FLYERS/ADVERTENCIA FLYERS	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	Each		
83	Constable Precinct No. 3	WARNING NOTICE TO VACATE	Size 8½"x11, Peel Stick, Neon Yellow, Black Ink one sided flat print,	750	Each		
84	Constable Precinct No. 3	CRIMINAL TRESPASS WARNING	3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, Single sided flat print, black ink, three(3) Receipts per page, Die cut (tear out receipt) Top Glue Bind	100	Each		
85	Constable Precinct No. 4	Misdemeanor Offense Citation Books	5½" x 8¾"; 4 Part NCR- White, Canary Yellow, Pink, Blue; 3 Different Backers, Numbered (Red Ink), Booked; Box of 200	4	Box		
86	Constable Precinct No. 4	Business Envelopes, Standard	White Linen; Flat Print, Blue & Gold Ink; Department Logo; Size 4¼" x 9½"; Box of 500	2	Box		
87	Constable Precinct No. 4	ENVELOPES (NO WINDOW)	White Linen; Flat Print, Blue & Gold Ink; Department Logo; Size 9" x 12"; Box of 500	2	Box		
88	Constable Precinct No. 4	Business Cards - Single Sided	Department Logo; Blue & Gold Raised Ink; Raised Lettering; Raglan White; Size 3½" x 2"; Box of 1,000	1	Box		
89	Constable Precinct No. 4	Business Cards - Double Sided	Department Logo; Blue & Gold Ink Raised Ink; Back Side, Flat Print; Raglan White; Size 3½" x 2"; Box of 1,000	1	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
90	Constable Precinct No. 4	LETTERHEAD	Bond Paper, White Linen, 92 Brightness; One Sided, Flat Print, Blue & Gold Ink; Department Logo; Size 8½" x 11"; 500 sheets per ream	2	Ream		
91	Constable Precinct No. 4	Notice/Aviso Door Hangers	Fluorescent Orange; Double Sided, 8½" x 3¾"; Flat Print, Black Ink; Die Cut, Shrink Wrapped; Box of 2,000	2	Box		
92	Constable Precinct No. 4	Receipt Book Official Receipt for Constable Fees	3 Part NCR - White, Canary Yellow, Pink; Single Sided, Flat Print, Black Ink, Number Sequenced (Black Ink); Three (3) Receipts Per Page, 100 Sheets Per Book, 50 Sets Per Book; Die Cut, Tear-Out Receipt, Side Glue Bind; 10 Books/box	1	Box		
93	Constable Precinct No. 4	Vehicle Impound and Inventory Record	Size 8 ½ x 11"; 3 Part NCR - White, Canary Yellow, Pink; Single Sided, Flat Print, Black Ink; Loose Sets of 3 Sheets, Top Glue Bind, 125 Sets Per Pack	5	Pack		
94	Constable Precinct No. 4	Warning Notice To Vacate	Size 8½" x 11; Neon Yellow, Single Sided, Flat Print, Black Ink; Peel Stick	1,000	Each		
95	County Auditor's Office	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)	4	Ream		
96	County Auditor's Office	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)	1	Ream		
97	County Clerk's Office	CERTIFIED MARRIAGE LICENSE	Certified Marriage License are numbered -Legal Size	1,000	Each		
98	County Clerk's Office	CERTIFIED MARRIAGE LICENSE	White color paper with red numbers (Front Only)	1,000	Each		
99	County Clerk's Office	CERTIFIED MARRIAGE LICENSE	Archival & Correct Off White color with red numbers (Front & Back Side), includes Notarial Seal	1,000	Each		
100	County Clerk's Office	ENVELOPES	Custom Design, Printed one side, All White crushed marble stock, all envelopes Finished Sizes: 4"x9.5" closed after printing, Folded and glued BIRTH/MARRIAGE/DEATH CERTIFICATE in gold ink HONORABLE DISCHARGE Envelopes are in Blue ink	6,000	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
101	County Clerk's Office	ENVELOPES BOOKLET	9½" x 12" Booklet Envelopes, 28# White Stock, With or without peel and stick feature, Printed two (2) color, Special Window - without peel & stick	6,000	Each		
102	County Clerk's Office	ENVELOPES BOOKLET	9½" x 12" Booklet Envelopes, 28# White Stock, With or without peel and stick feature, Printed two (2) color, Special Window - w/peel & stick	6,000	Each		
103	County Clerk's Office	MARRIAGE LICENSE (WITHOUT NOTARIAL SEALS)	Printed-4/1 color, 32# Custom Ledger that is archival & correct off white color for Marriage License, Legal Size Paper	1,000	Each		
104	County Clerk's Office	MARRIAGE LICENSE (W/NOTARIAL SEALS)	Printed-4/1 color, 32# Custom Ledger that is archival & correct off white color for Marriage License, Legal Size Paper	1,000	Each		
105	County Clerk's Office	BUSINESS CARDS	Supervisors - 3½"x2", Gray linen, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	8	Box		
106	County Clerk's Office	BUSINESS CARDS	Collectors - 3½" x 2", White smooth card, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	8	Box		
107	County Clerk's Office	BUSINESS CARDS	GENERAL OFFICE -3½"x2", Double Sided, 2 inks, front 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	Box		
108	County Clerk's Office	BUSINESS CARDS	COUNTY CLERK -3½"x2" white, UV Coating-both sides, double sided, full color - 500/box	2	Box		
109	County Clerk's Office	CLERK'S REPORT CARD	Index Card-4"x 6 ½",110# Index, 1 ink, black, flat lettering, one side	1,000	Each		
110	County Clerk's Office	ENVELOPES (NO WINDOW)	SMALL-#28 White wove, white envelopes,7½"x10½", Blue ink flat lettering, with black seal peel and seal , without window, 2 inks, one sided flat print, black seal w/blue flat lettering - 500/box	12	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
111	County Clerk's Office	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 - 500/box	12	Box		
112	County Clerk's Office	ENVELOPES (NO WINDOW)	LARGE-#28-White wove, white envelopes,12"x15½" Blue ink flat lettering, with black seal, peel and seal, without window,2 inks, one sided flat print, black seal with blue flat lettering - 500/box	12	Box		
113	County Clerk's Office	ENVELOPES COLLECTIONS (W/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 - 500/box	30	Box		
114	County Clerk's Office	ENVELOPES COLLECTIONS (W/WINDOW)	Size 4 1/8"x9½ ", #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 - 500/box	30	Box		
115	County Clerk's Office	ENVELOPES OFFICE (W/WINDOW)	Size 4⅞"x 9½",#10 Standard Envelopes with window 2 inks, one sided flat print, black seal with blue flat lettering, , (peel and seal) - 500/box	30	Box		
116	County Clerk's Office	ENVELOPES OFFICE (NO WINDOW)	Size 4⅞ x9½,#10-standard envelopes, no window, 2 inks, one sided flat print, black seal with blue flat lettering (peel and seal) - 500/box	30	Box		
117	County Clerk's Office	LETTERHEAD PAPER	#20-8 ½"x11", Fine quality White Bond Paper 25 % cotton, one sided flat print, black seal with blue flat lettering, watermark seal, 500 per ream	30	Ream		
118	County Clerk's Office	NEWLYWED PAPER	#70-8.5"x11", fine quality white bond paper, 2 color front and 2 color back, blue/black ink, double sided, flat print (English & Spanish) 60 lb.	1,000	Each		
119	County Clerk's Office	RECREATIONAL REGULATIONS CARDS	FISHING-3½" x 2" Plastic Material double sided print, black, blue, red, green ink, shading-light blue	1,000	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
120	County Clerk's Office	RECREATIONAL REGULATIONS CARDS	RECREATIONAL REGULATIONS CARDS - HUNTING-3½"x2", Plastic Material Double sided print, black, blue, green ink, shading light blue	1,000	Each		
121	County Clerk's Office	SCRATCH PADS	Note pad 80 pages per tablet - 4¼"x7", 500 count 2 inks, one sided flat print, black seal with blue flat lettering round corners	500	Box		
122	County Clerk's Office	RECREATIONAL REGULATIONS CARDS (SMALL)	Hunting Regulations 3.5x2" 16pt, white, UV Coating-both sides, double sided, full color - 500/box	1	Box		
123	County Clerk's Office	RECREATIONAL REGULATIONS CARDS (SMALL)	Fishing Regulations 3.5x2" 16pt, white, UV Coating-both sides, double sided, full color - 500/box	1	Box		
124	County Court at Law No. 5	BUSINESS CARDS	With county Logo in Gold & Dept Info. In Blue. 25% Cotton size: 3 ½ x 2 - 500/box	5	Box		
125	County Court at Law No. 5	ENVELOPES (NO WINDOW)	SIZE: 4 1/8 x 9 ½ w county Logo in Gold & Dept Info. In Blue. 25% cotton paper - 500/box	7	Box		
126	County Court at Law No. 5	LETTERHEAD	8.5 x 11 w county Logo in Gold & Dept Info. In Blue. 25% cotton paper - 500 sheets per ream	1	Ream		
127	County Court at Law No. 6	BUSINESS CARDS	3 ½" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Landscape Layout, 500 per box 25 % cotton	2	Box		
128	County Court at Law No. 6	ENVELOPES (NO WINDOW)	size 4 ⅞" x 9 ½", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25% cotton	2	Box		
129	County Court at Law No. 6	LETTERHEAD PAPER	8.5" x 11", #20 fine quality bond paper one sided print, raised blue ink print gold ink stamp seal, 25% cotton 500 sheets per ream	10	Ream		
130	Department of Budget & Management	BUSINESS CARDS	With county Logo in Gold & Dept Info. In Blk 3 ½ x 2 - 500/box	4	Box		
131	Department of Budget & Management	DOOR NAME PLATES	2 x 10 desk/door name plates brown with white letters	10	Each		
132	Department of Budget & Management	ENVELOPES (NO WINDOW)	SIZE: 4 x 9 ½ w county Logo & Dept Info. Blue/Gold ink - 500/box	8	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
133	Department of Budget & Management	RECEIPT BOOKS (INSURANCE)	8.5"x3.5" white, canary, pink, book 50s. numbered; 25 books	25	Book		
134	District Attorney	CRIMINAL MANILA FOLDERS	Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print, 1,000 per box - (Felony)	10	Box		
135	District Attorney	MANILA FOLDER	Special die cut end with printing	10,000	Each		
136	District Attorney	WORTHLESS CHECK AFFIDAVIT	2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	9,000	Each		
137	District Attorney	ENVELOPES (W/WINDOW)	Full Color print, on 24# white-wove paper - 500/box	30	Box		
138	District Attorney	ENVELOPES (NO WINDOW)	Full Color and raised print, on white linen paper - 500/box	30	Box		
139	District Attorney	PAMPHLETS	12 page pamphlet-page size 6.25"x4, 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	Each		
140	District Attorney	VICTIMS UNIT	English Brochures – VICTIMS UNIT 8.5"x11", gloss text paper, tri-fold, shrink wrap 250s	10,000	Each		
141	District Attorney	VICTIMS UNIT	Spanish Brochures – VICTIMS UNITS 8.5"x11" gloss text paper, tri fold, shrink wrap 250s	10,000	Each		
142	District Attorney	DOMESTIC VIOLENCE	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	Each		
143	District Attorney	BUSINESS CARDS	3 ½" X 2", Blue ink raised lettering, w/Seal 2 colors, single sided print, landscape layout, 80 lb., 500 per box	1	Box		
144	District Attorney	LINEN ENVELOPES IVORY	Classic Ivory Linen, Raised Print in Full Color - 500/box	2	Box		
145	District Attorney	LETTERHEAD	Linen Letterhead Ivory – Classic Ivory Linen, Raised Print in Full Color 500 sheets per ream	4	Ream		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
146	District Attorney	RECEIPT BOOK	Official Receipt for DA Check Fraud Fees, 3 Part NCR-White, Canary Yellow, Pink; Single Sided, Flat Print, Black Ink, Number Sequenced (Black Ink); Three (3) Receipts per page, 50 Sets Per Book; Die Cut, Tear-Out Receipt, Side Glue Bind; 10 Books/ box	10	Book		
147	District Attorney	BULK CURRENCY INVESTIGATION QUESTIONS CARDS	3.5" x 4' open white cover, printed in black both sides and color seal, scores and laminated	200	Each		
148	District Attorney	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	Each		
149	District Attorney	CHAIN OF CUSTODY FORM	8.5" x 11" 3 parts Black ink, one side	1,000	Each		
150	District Attorney	PROPERTY FORM	3 part 8.5" X 11"	400	Each		
151	District Attorney	INVOICES	9" x 11" 3 parts, white, yellow, pink; numbers; booked 50 set per book prints all black ink even County seal	5	Book		
152	District Attorney	RECEIPTS	9" x 5.5" 3 parts, White, Yellow, Pink; Numbers; Booked 50 set per book Prints all black ink even County Seal	5	Book		
153	District Clerk's Office	BUSINESS CARDS	3½" x 2" , Double sided, 1 ink, front has raised black seal, black ink raised lettering, back has raised black seal, black ink raised lettering, 500 per box, portrait layout	4	Box		
154	District Clerk's Office	BUSINESS CARDS	GENERAL OFFICE - 3½" x 2" white, UV Coating-both sides, double sided, Gray & Black ink - 500/box black	30	Box		
155	District Clerk's Office	ENVELOPES OFFICE (W/WINDOW)	Size 4⅞" x 9½" #10 Standard Envelopes with window 1 ink, one sided flat print, black seal with black flat lettering, (peel and seal) - 500/box	100	Box		
156	District Clerk's Office	ENVELOPES (W/WINDOW)	Size 4 ⅞" x 9 ½", standard envelopes, flat print, 1 ink, black ink lettering and black ink seal, with window - 500/box	40	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
157	District Clerk's Office	ENVELOPES (NO WINDOW)	Size 4 1/8" x 9 1/2", standard envelopes, flat print, 1 ink, black ink lettering and black ink seal, with no windows - 500/box	40	Box		
158	District Clerk's Office	ENVELOPES (NO WINDOW)	#28-White wove, white envelopes, 12" x 9" Black ink flat lettering, with without window, one sided flat print, black seal w/black flat lettering, peel and seal, - 500/box	40	Box		
159	District Clerk's Office	ENVELOPES (NO WINDOW)	#28-White wove, white envelopes, 12" x 9" Black ink flat lettering, with without window, one sided flat print, black seal w/black flat lettering - 500/box	10	Box		
160	District Clerk's Office	ENVELOPES BOOKLET (W/WINDOW)	9 1/2" x 12" Booklet Envelopes, #28 White Stock, with peel and stick feature, printed one (1) color, special window-w/peel & stick-500/box	30	Box		
161	District Clerk's Office	SCRATCH PADS	Note pad 80 pages per tablet - 4 1/4"x7", 500 count 1 ink, one sided flat print, black seal with black flat lettering round corners	500	Each		
162	District Clerk's Office	CHECKS (BLANK)	14" E-Z Fold blank checks stock with control number (BLACK) 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	20,000	Each		
163	District Clerk's Office	LETTERHEAD PAPER	8.5" X 11", Recyled Bond Paper; one sided flat print, with black flat lettering 500 sheets per ream	40	Ream		
164	Elections Department	BUSINESS CARDS	With County Logo in Gold foil & Dept Info. In Blk 3 1/2 x #80 cover - 500/box	1	Box		
165	Elections Department	ENVELOPES (NO WINDOW)	4- 1/8 x 9 1/2 w county Logo in Gold & Dept Info. In Blk, #20 cotton - 500/box	50	Box		
166	Elections Department	ENVELOPES (W/WINDOW)	4-1/8 x 9 1/2 w county Logo in Gold & Dept Info. In Blk, #20 cotton - 500/box	50	Box		
167	Elections Department	LETTERHEAD	8.5 x 11 w county Logo in Gold foil & Dept Info. In Blk #20 cotton 500 sheets per ream	1	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
168	Emergency Management	BUSINESS CARDS	3 ½" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Layout, 500 per box CMYK	2	Box		
169	H.I.D.T.A. Task Force	BUSINESS CARDS	3½"x2", Black ink Raised print, w/ gold raised seal, Single sided print- 500 per box, landscape layout 80 lb. cover	1	Box		
170	H.I.D.T.A. Task Force	DIVIDERS MULTI COLOR	9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400	Each		
171	H.I.D.T.A. Task Force	ENVELOPES (NO WINDOW)	Size 4¼"x 9½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, without window 24 lb. 25% Cotton	2	Box		
172	H.I.D.T.A. Task Force	INVESTIGATIVE FILE JACKET	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	Each		
173	H.I.D.T.A. Task Force	INVESTIGATIVE FILE JACKET	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	Each		
174	H.I.D.T.A. Task Force	LETTERHEAD PAPER	8.5"x11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 24 lb 25 % Cotton	1,000	Each		
175	H.I.D.T.A. Task Force	MAILING LABELS	3"x4" flat print, black ink w/gold ink stamp, 500 per roll	1	Roll		
176	H.I.D.T.A. Task Force	NAME PLATE	Wood base, w/black, brass double mounted, w/2 seals, w/name and title	1	Each		
177	H.I.D.T.A. Task Force	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	Each		
178	H.I.D.T.A. Task Force	VEHICLE IMPOUND 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	Each		
179	H.I.D.T.A. Task Force	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	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
180	Health & Human Services	BLUE APPT CARD	Appointment card, size: 5"X 3" blue index card single sided print- black ink, estimated 1,000 cards per yr	1,000	Each		
181	Health & Human Services	BOOKS-RECEIPT FOOD ESTABLISHMENT	On- site sewage Facility Inspection fees wrapped around cover 8 3/8 x 5 "3 parts 50 sets to a book in sequence perforated	5,000	Each		
182	Health & Human Services	BOOKS-RECEIPTS OSSF	Health Permit Inspection Fees wrapped around cover 8 3/8 x 5 " - 3 parts 50 sets to a book in sequence perforated	5,000	Each		
183	Health & Human Services	CERTIFICATE	Certificate to return to Work/School/Other-HCHHSD 10069-2-Part (White-Yellow) Top Glue-Black Ink, 500 per yr	500	Box		
184	Health & Human Services	ENVELOPES (W/WINDOW)	Size: 4 1/8 x 9 1/2 w Cty Logo in Gold & Dept Info. Blue - 500/box	10	Box		
185	Health & Human Services	FAMILY PLANNING APPT CARD	Family Planning Appointment Card size: 3 1/2"x4"-White Stock-Double Sided Print-Black Ink	2,000	Each		
186	Health & Human Services	FORM- DO YOU NEED A TEMPORARTY FOOD EVENT PERMIT	SIZE: 8 1/2 x 11 letter copy paper 20 lb 1-Page- black ink-"Do you need a Temporary Food Event Permit"	5,000	Each		
187	Health & Human Services	FORM-APPLICATION OSSF	Application for On-Site Sewerage Facility-2-Part NCR (Wh-Yw) Top Glue	5,000	Each		
188	Health & Human Services	FORM-APPLICATION TEMP FOOD	Temporary Food Establishment Permit Request 8 1/2 x 11 letter in blk	5,000	Each		
189	Health & Human Services	FORM- ENVIRONMENTAL COMPLAINT	Environmental & Consumer Health Protection Complaint Form 8 1/2 x 11 letter in blk	5,000	Each		
190	Health & Human Services	FORM-HEALTH INSURANCE CLAIM	CMS 1500 NCR 2 part for computer (front and back)continuous feed red ink double sided print	5,000	Each		
191	Health & Human Services	FORM-INSPECTION DAY CARE	Sanitary Inspection Form 3 part (white, yellow and pink) 8 1/2 x 11 letter in blk	5,000	Each		
192	Health & Human Services	FORM-INSPECTION FARM WORKERS	Investigation Report Occupational Health Regulation #2-B 4 part (white, yellow, pink & orange) 8 1/2 x 11 letter in blk	5,000	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
193	Health & Human Services	FORM-INSPECTION FOOD SERVICES ESTABLISHMENT	Food Service Establishment -3-Part NCR (Wh-Yw-Pk)double-sided print-top glue	5,000	Each		
194	Health & Human Services	FORM-INSPECTION FOSTER HOME	Foster Home Inspection Report 3 part (white, yellow and pink) 8 ½ x 11 letter in blk	5,000	Each		
195	Health & Human Services	FORM-OSSF AUTHORIZATION TO CONSTRUCT	Authorization to Construct. 2-Part NCR(Wh-Yw) Top Glue Black Ink	5,000	Each		
196	Health & Human Services	FORM-OSSF CHECKLIST	On-site Wastewater Systems Checklist 2 part (white & yellow) 8 ½ x 11 letter in blk	5,000	Each		
197	Health & Human Services	FORM-OSSF INSPECTION	On-Site Sewerage Inspection Report-3-Part NCR (Wh-YW-PK)-Top Glue	5,000	Each		
198	Health & Human Services	FORM-OSSF LICENSE TO OPERATE	License to Operate OSSF form 8 ½ x 11 letter in blk	5,000	Each		
199	Health & Human Services	FORM-OSSF OBTAIN PERMIT	How to obtain a City Permit for an on-site sewerage Facility 2 part (white & yellow) 8 ½ x 11 letter in blk	5,000	Each		
200	Health & Human Services	FORM-OSSF SOIL EVALUATION	Soil Evaluation Report Info. 1 Page-DOUBLE SIDED Print –BLUE INK	5,000	Each		
201	Health & Human Services	FORM-OSSF TECHNICAL REPORT	On-Site Sewage Facility-Technical Info..2-Part NCR (Wh-Yw) Top Glue	5,000	Each		
202	Health & Human Services	L-37	Size: 9"x5" Index Card Form L-37, qty 2000 per yr	2,000	Each		
203	Health & Human Services	LABELS	Postmaster label for mail outs w county Logo in Blk & Dept. info. In Blk, size: 4"x3"	5,000	Each		
204	Health & Human Services	LETTERHEAD	SIZE: 8.5 x 11 with county Logo in Gold & Dept Info. In Blue 500 sheets per ream	10	Ream		
205	Health & Human Services	LTBI TREATMENT CARD	Preventive treatment cards blue, black letters, size; 3 ½ "x 6" (ENGLISH & SPANISH) 100 per yr	100	Each		
206	Health & Human Services	PRENATAL WEIGHT GAIN GRID	Prenatal Weight Gain Grid-White 20lb. Paper-Multi Color Form, qty 2000 per year	2,000	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
207	Health & Human Services	RECORD CARD	TB skin test record-double sided print-white stock, size: 5"x 3" index card – black ink	1,000	Each		
208	Health & Human Services	STOP TB FLYER	Stop TB /Alto a la tuberculosis -Multi Color Flyer – Gloss Paper 2 Pages (English & Spanish)	1,000	Each		
209	Health & Human Services	TB 340	TB Program Evaluation –TB 340 4-part NCR-Side Glue-Landscape Print, 50 per yr	50	Each		
210	Health & Human Services	TB 341	TB Program Evaluation –TB 341— 4part NCR-Side Glue-Landscape Print , Qty. 50 per yr	50	Each		
211	Health & Human Services	TB 400A	TB Report of Case & Patient Service - TB 400A-3Part Top Glue, Qty, 1000 per yr	1,000	Each		
212	Health & Human Services	TB CASES TREATMENT CARD	Treatment record double sided print-6"x3½" yellow stock card (ENGLISH & SPANISH), 50 per yr.	50	Each		
213	Health & Human Services	TB GET THE FACTS BROCHURES	TB Get the Facts/La Tuberculosis (English/Spanish) Blue & Black Ink-Tri-Fold-Gloss Paper-Double Sided Print; SIZE: 8 ½x11, Qty. 1000 per yr., (8 pages)	1,000	Each		
214	Health & Human Services	TB 400B - Report of TB Case & Patient Service TB-400B-3-Part Top Glue; (white-yellow	Report of TB Case & Patient Service TB-400B-3-Part Top Glue; (white-yellow -pink) top glue , Qty. 1000 per yr	1,000	Each		
215	Health & Human Services	TO WHOM IT MAY CONCERN	To Whom It May Concern HCHHSD 20083 – 2-Part (White-Yellow) Top Glue, Qty. 500 per yr.	500	Each		
216	Health & Human Services	WHITE APPT CARD	Patient Has an Appt. Card SIZE: 5"x 3 ¼"-Double Sided Print-black ink, white stock card, Qty. 1000 per yr.	1,000	Each		
217	Human Resources	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	1	Box		
218	Human Resources	ENVELOPES W/LOGO	Size 4½"x 9½", standard envelopes, flat blue, w/gold foil stamp seal 500 per box, plain with no window white linen 24lb	4	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
219	Human Resources	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	Ream		
220	J.P., Pct 2, Pl 1	BUSINESS CARDS	Business cards with county logo on the right of the card and State of Texas on the left in gold & department info. In Blue 3 1/2 x 2; card stock 25% cotton off white - 500/box	1	Box		
221	J.P., Pct 2, Pl 1	MAGISTRATION FORMS	Size 8 1/2"x11", NCR triplicate	5,000	Each		
222	J.P., Pct 2, Pl 1	ENVELOPES (NO WINDOW)	Size 4 1/8 x 9 1/2 with county logo in gold & department info in blue - 500/box	20	Box		
223	J.P., Pct 3, Pl 2	BUSINESS CARDS	3 1/2" x 2", Blue ink raised lettering, w/Seal 2 colors, single sided print, landscape layout, 80 lb., 500 per box	1	Box		
224	J.P., Pct 3, Pl 2	BUSINESS CARDS	3 1/2" x 2", Blue ink raised lettering, w/Seal 2 colors, single sided print, landscape layout, 80 lb., 1,000 per box	1	Box		
225	J.P., Pct 3, Pl 2	ENVELOPES (NO WINDOW)	Size - 4 1/8 x 9 1/2, Classic Linen Natural Envelopes, Flat print, Blue ink, w/Seal 2 colors, 500 per box	4	Box		
226	J.P., Pct 3, Pl 2	LETTERHEAD	8 1/2" x 11", Classic Linen Natural paper, one sided print, Flat print, Blue ink, w/Seal 2 colors; 500 sheets per ream.	2	Ream		
227	J.P., Pct 3, Pl 2	DEPOSIT BOOKS	Deposit Slips (Book), 3 Ply NCR (no carbon required); White-Original, Yellow-Copy, Pink-Copy; MICR Black; 50 sets per book	10	Book		
228	Juvenile Justice Center	ENVELOPES (NO WINDOW)	Size 4 1/8" x 9 1/2", Standard Envelopes, flat blue lettering, w/gold ink seal w/blue flat lettering seal 500 per box, Plain no window envelope	20	Box		
229	Juvenile Justice Center	LETTERHEAD PAPER	8.5"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	Ream		
230	Master Court No. 2	BUSINESS CARDS	Business cards with State of Texas logo on the Center Top of the card in gold & department info in Black - 500/box	1	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
231	Master Court No. 2	ORDER OF RELEASE/ORDER OF COMMITMENT	3 Ply carbon copy - white, yellow, pink	500	Each		
232	Planning Department	DEPOSIT BOOKS	3 ply, carbonless deposit books (50 sets in a book)	48	Book		
233	Planning Department	CULVERT INSTALLATION WORK ORDER	4 ply, carbonless, (25 sets in a book)	1	Book		
234	Planning Department	ENVELOPES (NO WINDOW)	Size 4 1/8 x 9 1/2 with county logo in gold & department info in blue - 500/box	1	Box		
235	Public Defender's Office	BUSINESS CARDS	Size: 3½"x2", Black ink raised lettering, w/raised gold seal and lettering, Single sided print - 500 per box, landscape layout	25	Box		
236	Public Defender's Office	ENVELOPES (W/WINDOW)	Size 4 ½"x9½", Standard Envelopes, flat print blk, foil gold County seal with window envelope Raised Print - 500/box	8	Box		
237	Public Defender's Office	ENVELOPES (NO WINDOW)	Size 4 ½" x 9½", white wove, standard envelopes, flat print blk, gold foil county seal without window Raised Print - 500/box	8	Box		
238	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		
239	Purchasing Department	BUSINESS CARDS	W/county Logo in Gold & Dept Info. In Blue 3 ½ x 2 card stock linen - 500/box	2	Box		
240	Safety Division	ENVELOPES (NO WINDOW)	Size 4½" x9½", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25 %cotton	2	Box		
241	Sheriff's Office (Jail Department)	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	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
242	Sheriff's Office (Law Enforcement Department)	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) 250/box	1	Box		
243	Sheriff's Office (Law Enforcement Department)	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) 250/box	1	Box		
244	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		
245	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		
246	Sheriff's Office (Law Enforcement Department)	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, (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 (Blk) in the middle of each carbonless paper. Wrap around book 25/book	250	Book		
247	Sheriff's Office (Law Enforcement Department)	CIVIL AND WARRANTS WRIT OF POSSESSION NOTICE	8½"x11" Card Stock Single sided print, red ink print, Label stock	1,000	Each		
248	Sheriff's Office (Law Enforcement Department)	DEPOSIT SLIP BOOKS (SHERIFF'S FEE ACCOUNT)	3-Part, consecutively numbered, 25 sets per book, 8.75 x 3.375, 3 parts NCR (W,C,P) black ink, 32 books	16	Book		
249	Sheriff's Office (Law Enforcement Department)	DEPOSIT SLIP BOOKS (SHERIFF'S TRUST ACCOUNT)	3-Part, consecutively numbered, 25 sets per book, 8.75 x 3.375, 3 parts NCR (W,C,P) black ink, 32 books	16	Book		
250	Sheriff's Office (Law Enforcement Department)	DIC 24 STATUTORY WARNING	8.5 x11, 15#cb white, 14.5#cf yellow carbonless paper, black ink 1 side, shrink wrap in 250's	100	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
251	Sheriff's Office (Law Enforcement Department)	DIC 25 NOTICE OF SUSPENSION	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	Each		
252	Sheriff's Office (Law Enforcement Department)	ENVELOPES	5½"x3¼", manila envelope, black ink, front side print - 500/box	6	Box		
253	Sheriff's Office (Law Enforcement Department)	ENVELOPE (LATENT PRINT)	Size:6½"x3½",white envelope, black ink, one front side print - 500/box	4	Box		
254	Sheriff's Office (Law Enforcement Department)	EVIDENCE CARDS	5"x4¼" Card Stock, White Paper, Single sided print, Black ink 67 lb	6,000	Each		
255	Sheriff's Office (Law Enforcement Department)	EVIDENCE/INVENTORY CONTROL REPORT	8½"x14"; single sided print, black ink print, 3-part NCR, paper color sequence: white, canary yellow, pink,	1,000	Each		
256	Sheriff's Office (Law Enforcement Department)	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	Each		
257	Sheriff's Office (Law Enforcement Department)	IMPOUND BOOKS	8"x5" sheet top binding (Perforated) with a manila cover 8", Black Ink, 4 part carbonless sheets 1st is white, 2nd is yellow, 3rd pink, and 4th orange with no printing in the back wrap around book white, yellow, pink, orange - 25 per book	100	Book		
258	Sheriff's Office (Law Enforcement Department)	LATENT FINGERPRINT INDEX CARD	Size 3"x5", White, Black ink print, front side print; back glossy side	5,000	Each		
259	Sheriff's Office (Law Enforcement Department)	MAINTENANCE BOOKS	size: 9"x5½", 1st White carbonless paper, 2nd yellow paper, Black ink, front print top binding (Perforated) 25 per book	250	Book		
260	Sheriff's Office (Law Enforcement Department)	MOTOR POOL SERVICE REQUEST	8½" x3¼" Blk lettering	1,000	Each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
261	Sheriff's Office (Law Enforcement Department)	MOTOR POOL SERVICE REQUEST STICKER	4"x2" Blk Lettering roll	1,000	Each		
262	Sheriff's Office (Law Enforcement Department)	NAME PLACEMENT CARD	10"x 8" - Beige card stock (FFCC66) Ink color dark brown (possibly 663300 or 330000), Score across center of card	500	Each		
263	Sheriff's Office (Law Enforcement Department)	OFFENSE REPORTS (PROPERTY REPORTING)	8½"x11" Page Size, White Paper, single sided print, Black ink 20lb	10,000	Each		
264	Sheriff's Office (Law Enforcement Department)	OFFENSE REPORTS (NARRATIVE)	8½"x11" Page Size, White Paper, Single sided print, black ink print 20lb	40,000	Each		
265	Sheriff's Office (Law Enforcement Department)	OFFENSE/INCIDENT REPORTS (FRONT AND BACK)	8½"x11" Page Size, White Paper, double sided print, Black ink 20 lb	30,000	Each		
266	Sheriff's Office (Law Enforcement Department)	OFFICIAL PHOTOGRAPH	3"x2½", White label stock, Black ink, front side print	2,000	Each		
267	Sheriff's Office (Law Enforcement Department)	BOOK (INMATE TRUST)	7.25x11 (4 up manifold Book/Numbered) 3 part carbonless (white, yellow, pink) NOTE 3rd. page without manifold Black 1-side, All parts the same 4 up receipt book, Repeat order sequential number - 50 per book	200	Book		
268	Sheriff's Office (Law Enforcement Department)	RECEIPT BOOK- Official Receipt for Sheriff's fee's	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with preferring white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100	Book		
269	Sheriff's Office (Law Enforcement Department)	RECEIPT BOOK- Official Receipt for Sheriff's Trust Funds	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with preferring white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100	Book		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
270	Tax Assessor Collector	BUSINESS CARDS	3½"x2", black ink raised lettering, w/ gold raised stamp w/gold raised lettering, double sided CMYK heavy gloss print- landscape layout - 500/box	2	Box		
271	Tax Assessor Collector	BUSINESS CARDS	3"x2", black ink raised lettering, w/ gold raised stamp w/gold raised lettering, double sided CMYK heavy gloss print- landscape layout - 500/box	1	Box		
272	Tax Assessor Collector	ENVELOPES (NO 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	10	Box		
273	Tax Assessor Collector	ENVELOPES (NO WINDOW)	Size 4¼"x9½", #10 standard envelopes ,flat black print, w/black flat print seal 500 per box, with no window (tax assessor/collector)	40	Box		
274	Tax Assessor Collector	ENVELOPES (W/WINDOW)	Size 5.5" x 3.13" #5 Currency / Coin Brown Envelopes, Kraft material, regular gum, flat black print, w/black flat print seal 500 per box, plain with no window, clousure with adhesive strip	4	Box		
275	Tax Assessor Collector	ENVELOPES (W/WINDOW)	Size 4¼"x9½", standard window, 24# ww, diagonal seam, gum seal printed - 500/box	120	Box		
276	Tax Assessor Collector	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	10	Ream		
277	Tax Assessor Collector	WATERMARK PAPER	8.5"x11"; Bound paper, bond, rely, Rio Grande Valley Watermark	100	Each		
278	Tax Assessor Collector	BUSINESS CARDS	3½" x2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print-landscape layout - 500/box	1	Box		
279	Tax Assessor Collector	DEPUTATION CARDS	Size: (3.875" x 2.375") index card- light green paper stock # 110 black ink flat print, rounded corners 67 lbs	250	Each		
280	Tax Assessor Collector	ENVELOPES (NO WINDOW)	Size 6¼" x 12 ½"), Standard Brown Envelopes, flat black print, w/ black flat print seal 500 per box, without windows (auto license plate envelope)	15	Box		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
281	Tax Assessor Collector	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 25% Cotton 500 sheets per ream	10	Ream		
282	Texas A&M Agrilife Extension Service	POSTERS	Size 18"x24" posters used to promote programs & welcome participants at entry of programs.	5	Each		
283	Texas A&M Agrilife Extension Service	POSTERS	Size 24"x36" posters used to promote programs & welcome participants at entry of programs.	5	Each		
284	Texas A&M Agrilife Extension Service	POSTERS	Size 36"x48" posters used to promote programs & welcome participants at entry of programs.	5	Each		
285	Texas A&M Agrilife Extension Service	POSTERS	Size 12"x18" posters used to promote programs & welcome participants at entry of programs.	5	Each		
286	Treasurer's Office Department	BUSINESS CARDS	3½"x2", Black and gold ink Raised Lettering, w/ Gold Seal w/ Gold lettering, Single sided, landscape layout 80lb cover - 500/box	1	Box		
287	Treasurer's Office Department	ENVELOPES (W/WINDOW)	Size 4⅞"x 9½", Standard Envelopes, flat black and gold lettering, w/gold seal w/gold flat lettering seal with window	3,000	Each		
288	Treasurer's Office Department	ENVELOPES (NO WINDOW)	Size 4 ⅞"x 9 ½", Standard Envelopes, flat black and gold lettering, w/gold seal w/Gold flat lettering seal without window	3,000	Each		
289	Treasurer's Office Department	LETTERHEAD PAPER	8.5"x11", #20 Fine quality Bond Paper, one sided print, flat black and gold ink print, foil gold seal w/gold flat lettering 500 per ream 24lb 25% cotton	10	Ream		
290	Treasurer's Office Department	RECEIPT (COUNTY SEAL)	8.5"x 11" with County Seal in black	15,000	each		

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
291	Treasurer's Office Department	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 1-booklets; 50 sheets per book	1	Book		
292	Treasurer's Office Department	CHECKS (BLANK)	14" E-Z Fold blank checks stock with control number (BLACK) 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	Each		
293	Treasurer's Office Department	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	Book		
294	Treasurer's Office Department	ENVELOPES (W/PISTOL SHAPE WINDOW)	9"x6" Pistol shape white tinted envelope with special window and peel and seal	5,000	Each		
295	Veteran's Services	BUSINESS CARDS	With county logo on the right of the card and State of Texas on the left in gold & department info. In Blue 3 1/2 x 2; card stock 25% cotton off white - 500/box	3	Box		
296	Veteran's Services	CERTIFICATE (AWARD)	Award/Certificate 8x11 1/2, gold border with black letters	2,500	Each		
297	Veteran's Services	ENVELOPES (NO WINDOW)	Size: 4 1/8 x 9 1/2 with county logo in gold & department info. in blue - 500/box	20	Box		
298	Veteran's Services	LETTERHEAD PAPER	Bond, white linen with blue and gold inks. 500 sheets per ream	2	Ream		

7. ELECTRONIC SUBMISSION DOCUMENTS

- Firms must complete the following sections.
- If the submission is electronic, please proceed with completing all sections. Required documentation will need to be downloaded, completed, and uploaded.
- If the submission is a hard copy, please print the entire packet and complete all sections manually. Required documentation will need to be printed, completed, and included as part of the submission.
- **Failure to submit a complete response may result in the rejection of the response as non-conforming.**

7.1. I confirm that I will be submitting my response electronically.*

Please confirm and proceed with the electronic submission requirements.

☐ Please confirm

*Response required

7.2. LEGAL NOTICE DECLARATION

7.2.1. LEGAL NOTICE DECLARATION*

TO: Ignacio Amezcua, MBA, CTCM, CTCD, Purchasing Director

ATTN: Pedro Cuadros, Contract Specialist I

Hidalgo County Administration Building/Purchasing Department

2802 S. Business Hwy. 281

Edinburg, Texas 78539

RE: 23-0299-11-08-05 - General Printing Services and Related Supplies

By providing a response to this solicitation, we acknowledge receipt of all of the pages of in this procurement packet. We understand that Hidalgo County reserves the right to reject any or all submissions, and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

We acknowledge that we have examined this procurement packet in its entirety, and are familiar with the conditions to be met. In accordance with the Specifications, and subject to all laws and regulations of the United States, State of Texas, and local laws, we propose and commit to furnish all labor, equipment, material, software, and services as set forth in the documents hereinbefore mentioned. Any purchase order or contract resulting from this process shall be considered null and void if the successful respondent fails to comply with any federal, state or local laws.

We acknowledge that we are providing the required certifications, attestations, verifications and/or acknowledgments as referenced within this procurement packet. We further acknowledge that any and all specifications, provisions, and attachments of this response are incorporated into and made a part of any resulting agreement.

We agree that this response shall be good, and may not be withdrawn for a period of ninety (90) calendar days after the scheduled bid opening time and date for receiving the requested solicitation, as contained in the Specifications.

Lastly, we understand that any questions regarding compliance should be directed to our firm's legal counsel. We acknowledge that the individual authorized to bind the company is signing this Acknowledgement Form. By signing this Acknowledgement Form we understand we are providing written verification and certification of the aforementioned, and the County cannot execute a contract for goods or services without this declaration.

☐ Please confirm

*Response required

7.3. APPENDIX B

7.3.1. *Bid Page**

I confirm that as part of my submission, I will provide the pricing under "*Appendix B - Bid Page*" of this project.

☐ Please confirm

*Response required

7.4. APPENDIX C

7.4.1. *PROOF OF INSURANCE**

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 and any extension hereof:

1. **Comprehensive General Liability insurance** policy with limits of not less than Five Hundred Thousand Dollar (\$500,000.00) providing additional coverage to all underlying liabilities of County. Policy shall cover, but not be limited to, Bidder's activities in providing the Services for County; all persons, vehicles, equipment connected with providing Services; and theft or loss of Bidder's property.

2. **Automobile liability insurance** policy, covering all owned, non-owned or hired/leased automobiles, 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 auto liability limits set forth immediately above;

4. **Workers Compensation Insurance:** 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. Workers Compensation policies must include other States Endorsement to include TEXAS if the business is domiciled outside the State of Texas.

- Bidder shall obtain and maintain any and all other insurances which may be necessary in providing the good/service applicable to this procurement or are otherwise required by law.
- Any and all insurance policies shall be in amounts prescribed by law or otherwise specified by the County, but in no event less than the minimum amounts prescribed by law.

Additional Insurance Requirements:

- A. Bidder shall furnish to County certificate(s) of insurance, and all renewals throughout the duration of the Project, issued by the insurer that such insurance is in full force and effect.
- B. Certificates of insurance shall be submitted to County for approval prior to any services being performed by Bidder.
- C. **Hidalgo County will only accept certificates of insurance on an Acord form (below).**
- D. For each policy, except Workers' Compensation, Bidder shall name the County as an additional insured.
- E. 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.
- F. 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 of 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.
- G. All insurance policies will be endorsed to provide a waiver of subrogation in favor of the County.
- H. County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Bidder.
- I. Insurance policies shall be obtained at Bidder's sole expense. County does not maintain and will not obtain insurance of any type to protect Bidder against loss, damage or injury that may in any way result from Bidders performance of the services.
- J. In no event shall the County be liable for any loss, damage to or destruction of any property belonging to the Bidder.
- K. Bidder is responsible for ensuring all required insurance policies are valid for the duration of the contract.

- L. All insurance policies are to be issued by an insurance company authorized to do business in the State of Texas and acceptable to County.
- M. Bidder shall make any other insurance documentation available to County upon request.

<b style="font-size: 1.2em;">CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)																							
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																									
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																									
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THIS IS TO CERTIFY THAT 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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																									
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																									
CERTIFICATE HOLDER HIDALGO COUNTY ATTN: PURCHASING DEPARTMENT 2812 S. HIGHWAY BUS. 281 EDINBURG, TEXAS 78539		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE																							

ACORD 25 (2010/05)

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Please provide or upload your Certificate of Liability Insurance depending on your method of submission.

*Response required

7.4.2. INSURANCE REQUIREMENT ACKNOWLEDGMENT*

I, an authorized representative for of my company, the company submitting this response, 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 award of the project by the Hidalgo County Commissioners' Court;
- will acquire additional amount needed to meet the County's requirements within 10 working days after notification from Purchasing Department of award of the project by the Hidalgo County Commissioners' Court; currently carry the following:
 - Professional Liability (Errors & Omissions)
 - Automobile Liability
 - General Liability
- have already been met, see attached copy of certificate of insurance.

Notice to Bidder:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department in order to qualify for award of the project 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 award of the project to be rescinded and then re-awarded to next qualified vendor. 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.

☐ Please confirm

*Response required

7.4.3. PROJECT REQUIREMENTS ACKNOWLEDGMENT*

This is to certify that I, an authorized representative of my company, possess all of the **APPLICABLE**:

1. Licenses
2. Bonds
3. Certificates
4. Permits
5. Other

necessary to carry out the required project. Furthermore, **I am providing copies of the required documentation** (upload copies here) so that, if my company is awarded this project, 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, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid or response.

☐ Please confirm

*Response required

7.5. APPENDIX D

7.5.1. CONFLICT OF INTEREST QUESTIONNAIRE*

Please download the below documents, complete, and upload.

- [Appendix D - COI Questionna...](#)

*Response required

7.6. APPENDIX E

7.6.1. VENDOR ACKNOWLEDGMENT*

Please read and acknowledge the required steps necessary to do business with Hidalgo County:

Step 1:

OpenGov will now serve as the primary source for all Hidalgo County solicitation postings, electronic bidding, and contract management. Any reliance on other information or sources not directly downloaded from OpenGov may result in a submission that is not in compliance.

Link can be found below:

-<https://procurement.opengov.com/portal/co-hidalgo-tx>

Step 2:

ConsiderMe (Vendor Enrollment Solution) is an innovative tool that facilitates the needs of Hidalgo County to secure qualified vendors. Local, state, and national vendors can apply using the vendor registration form in the link below.

-<https://www.hidalgocounty.us/2912/Potential-Vendors-ConsiderMe>

*The Vendor Registration Form does not guarantee a contract or agreement, however, it does guarantee your service or goods will be added to the list of potential vendors available to Hidalgo County.

☐ Please confirm

*Response required

7.6.2. HUB DECLARATION*

Please download the below documents, complete, and upload.

- [Appendix E - Vendor Enrollm...](#)

*Response required

7.7. [APPENDIX F](#)

7.7.1. [CERTIFICATION REGARDING DEBARMENT*](#)

Please download the below documents, complete, and upload.

- [Appendix F - Certification ...](#)

*Response required

7.7.2. [SAM.GOV REGISTRATION*](#)

Please enter your company's Legal Name and/or dba Name

*Response required

7.7.3. [FORM 1295*](#)

Please provide a Form 1295.

- <https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php>
- Reference the number 23-0299 and General Printing Services and Related Supplies on section 3 of the form.
- Be sure to complete section 6 of the form, in order to be valid.

*Response required

7.8. [APPENDIX G](#)

7.8.1. [Title VI Appendices - \(Please confirm that you have read, understood and agree\)*](#)

APPENDIX A

THE TITLE VI CONTRACTOR ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- 1. Compliance with Regulations:** The contractor will comply with the Regulations relative to nondiscrimination in federally assisted programs of the United States Department of Transportation Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2. Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income or Limited English Proficiency in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- 3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by bidding, or negotiation made by the contractor for work to be performed under a

subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, or disability.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the federal funding agency (FHWA or FTA) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Recipient or the Federal Funding Agency, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance: In the event of the contractor's non-compliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Funding Agency may determine to be appropriate, including, but not limited to:

- a. withholding contract payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Funding Agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with, litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the **COUNTY OF HIDALGO** will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of (Naming of Appropriate Program), and the policies and procedures prescribed by the (Federal Highway Administration) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise,

release, quitclaim and convey unto the **COUNTY OF HIDALGO** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto **COUNTY OF HIDALGO** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **COUNTY OF HIDALGO**, its successors and assigns.

The **COUNTY OF HIDALGO**, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the **COUNTY OF HIDALGO** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **COUNTY OF HIDALGO** pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, **COUNTY OF HIDALGO** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the **COUNTY OF HIDALGO** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **COUNTY OF HIDALGO** and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **COUNTY OF HIDALGO** pursuant to the provisions of Assurance 7(b)”

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the List of discrimination Acts And Authorities.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above nondiscrimination covenants, **COUNTY OF HIDALGO** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above nondiscrimination covenants, **COUNTY OF HIDALGO** will there upon revert to and vest in and become the absolute property of **COUNTY OF HIDALGO** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq.).

☐ Please confirm

*Response required

7.9. [APPENDIX H](#)

7.9.1. [REQUIRED CONTRACT CLAUSES FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS*](#)

Please download the below documents, complete, and upload.

- [Appendix H - 2 CFR.pdf](#)

*Response required

7.10. [APPENDIX I](#)

7.10.1. [FHWA 1273*](#)

Refer to "Appendix I - FHWA 1273" in the [#ATTACHMENTS](#) section. Confirm that you have read, understood and agree with "Appendix I - FHWA 1273."

☐ Please confirm

*Response required

7.11. [APPENDIX J](#)

7.11.1. [PROPOSER'S AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING*](#)

Please download the below documents, complete, and upload.

- [Appendix J - Proposer's Aff...](#)

*Response required

7.12. [APPENDIX K](#)

7.12.1. [DRAFT AGREEMENT*](#)

Refer to "Appendix K - Draft Agreement" in the [#ATTACHMENTS](#) section. Confirm that you read, understood, and agree with "Appendix K - Draft Agreement."

☐ Please confirm

*Response required

7.13. [APPENDIX M](#)

7.13.1. [REFERENCE FORM*](#)

Please download the below documents, complete, and upload.

- [Appendix M - Reference Form...](#)

*Response required

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**CONTRACT FOR SERVICE
C-23-0299-XX-XX**

THIS CONTRACT is made and entered into this **XX** day of **Month 2023**, by and between the **County of Hidalgo, Texas ("County")**, and _____ ("**Company**").

WHEREAS, County requested responses to notices for: “**General Printing Services and Related Supplies**” on an as needed basis for the County of Hidalgo (the “**Services**”). A copy of the procurement packet, including applicable specifications, is attached hereto as **Exhibit “A”**, and is incorporated herein by reference for all purposes (“**Procurement Packet**”); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of the Company’s response to the Procurement Packet is attached hereto as **Exhibit “B”**, (“**Response**”) and is incorporated herein by reference for all purposes; and;

WHEREAS, Company represents that it is qualified and desires to perform such services; and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with the Procurement Packet, 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 **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.
2. During the term of this Contract, Company shall be obligated and hereby promises and agrees to render and provide the Services in accordance with specifications and terms contained in Exhibit “A” Procurement Packet and Company’s Response. Services shall be performed within **Hidalgo County** following a request for Services by the **County** or its 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. Further, Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. **Term.** This Contract shall be for a period of **three (3) year(s)**, commencing on **Month 00, 202X** and expiring on **Month 00, 202X**, and may be extended at the sole discretion of the County for an additional **two (2) one (1) year** term(s) under the same rates, terms and conditions unless this Contract is terminated pursuant to the provisions herein, whichever occurs first. Hidalgo County also 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 of award for the next term and under the same rates, terms and conditions.

4. **Licenses.** 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. If such license or permit is suspended or revoked, this Agreement shall automatically be terminated and Company shall immediately notify the County.

5. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

6. 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.

7. **Consideration.** 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 in accordance with the Texas Prompt Payment Act, Tex. Govt. Code Ch. 2251.

8. **Insurance:** Consistent with its status as an independent contractor and at its sole expense, Company agrees that throughout the duration of the work under this contract and any extension hereof, it shall provide and maintain any and all insurances and abide by any requirements which are specified in the Procurement Packet/Specifications and/or which may be necessary in providing Services or are otherwise required by law. Insurance policies shall cover, but are not limited to, Bidder's activities and all persons, vehicles, equipment and property connected with providing Services, to include theft or loss. The amount of insurance required shall be in accordance with amounts specified by the County or as prescribed by law, but in no event shall any amount be less than the minimum amounts prescribed by law, including, but not limited to the Texas Tort Claims Act. These requirements do not establish limits of Company's liability. Any and all applicable insurance requirements and amounts are incorporated herein by reference for all purposes. Company is responsible for ensuring all required insurance policies are valid for the duration of the contract. All insurance policies are to be issued by an insurance company authorized to do business in the State of Texas and acceptable to County. Company shall cause all

subcontractors utilized by Company to also comply with these specifications. Company shall furnish to County certificate(s) of coverage, and all renewals throughout the duration of the Project, issued by the insurer that such insurance is in full force and effect. (See Exhibit "C" attached hereto and incorporated herein for all purposes). For each applicable policy, Company shall name the County as an additional insured. Company shall notify County a minimum of thirty (30) days in advance of cancellation of all or part of a policy. Company shall make any other insurance documentation available to County upon request.

9. **Indemnification.** 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. **Assignment.** This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. **Independent Contractor.** 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. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

13. **No Waiver.** No waiver by County of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

14. **Notice.** 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 E. Cano, 2nd Floor
 Edinburg, Texas 78539

If to Company: _____

15. **Provisions.** 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.

16. **Termination.** This Agreement may be terminated by County without cause upon thirty (30) days written notice.

17. **Successors.** 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.

18. **Governing Law.** 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.

19. **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 County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County 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 County. *Agreements for the acquisition, including lease of real or personal property under Tex. Loc. Govt. Code §271.903:* In the event that, during any term hereof, the Commissioner's Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company, County agrees, however, to use a best efforts attempt to obtain and appropriate funds for payment of the Agreement. The parties intend this provision, if applicable, to be a continuing right to terminate this at the expiration of each budget period of County in accordance with Tex. Loc. Govt. Code §271.903 (Vernon Supp. 1996).

20. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

21. **Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

22. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate

23. **Authority to Execute.** The execution and performance of this Agreement by County and Contractor have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of County and Contractor in accordance with its terms.

24. **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 state 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.

25. **Nondiscrimination:** Company, including subcontractors, assignees and successors in interest, ensures that no person shall on the grounds of race, religion, color, national origin, sex, age, or disability, or any other protected class under law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation in any federally or non-federally funded program or activity when providing any services described herein under this contract/agreement. Applicable nondiscrimination statements and provisions of Title VI of the Civil Rights Act of 1964, as amended, were provided as part of the initial procurement packet and are incorporated herein and made a part of this agreement for all purposes.

26. **Additional Documents:** The parties hereto covenant and agree that they will execute each such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this contract/agreement.

27. **Required Contract Provision for Contracts Subject to Federal Award (if applicable):** Pursuant to 2 CFR 200.326, a non-federal entity's contracts must contain the applicable provisions described in appendix II to 2 CFR 200-Contract Provisions for non-Federal Entity Contracts under Federal Awards. Additionally, County contracts under Federal award which are subject to assistance from the Federal Emergency Management Agency (FEMA) are also required to contain additional contract clauses. The applicable required contract clauses were provided as part of the initial procurement packet and are incorporated herein and made part of this agreement for all purposes.

[SIGNATURE PAGE TO FOLLOW]

EXECUTED as of the day and year first written above.

APPROVED BY COMMISSIONERS' COURT ON Month Day, 202X.

Agenda Item No. XXXX

Executive Office: _____

VENDOR:
Company Name

COUNTY:
COUNTY OF HIDALGO

Name, Title

Hon. Richard F. Cortez, County Judge

APPROVED AS TO FORM
Office of the Hidalgo County
Criminal Justice Attorney,
Toribio "Terry" Palacios

ATTEST:

ADA, Assistant District Attorney

Arturo Guajardo, Jr., County Clerk

ATTACHMENTS:
(If Applicable)

SUPPLEMENTAL SIGNATURES:
(If Applicable)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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.

Scott-Merriman Inc

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.

Sales staff to those who purchase

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?

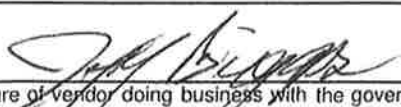
☐ Yes

☒ 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.

Sales staff to those who purchase

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

01/01/2023

Date

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: _____

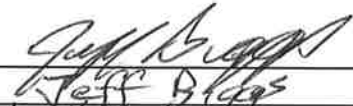
HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): ☐ Texas Building & Procurement Commission ☐ Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be 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: _____

**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: Jeff Briggs
Title: President
Telephone Number: 972-243-7
Date: 11/2/2023

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

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2023-1091901

Date Filed:
11/07/2023

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Scott-Merriman, Inc.
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Hidalgo County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

23-0299

General Printing Services and Related Supplies

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



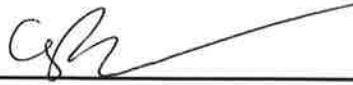
6 UNSWORN DECLARATION

My name is Elizabeth Dineen, and my date of birth is 12/02/1992.

My address is 11311 Audelia Ave, Dallas, TX, 75243, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Dallas County, State of Texas, on the 7 day of NOV, 2023.
(month) (year)


Signature of authorized agent of contracting business entity
(Declarant)

APPENDIX “H”

(IF APPLICABLE)

**2 C.F.R. § 200.327 & 2 C.F.R. PART 200, APPENDIX II,
REQUIRED CONTRACT CLAUSES FOR NON-FEDERAL
ENTITY CONTRACTS UNDER FEDERAL AWARDS**

&

**REQUIRED CONTRACT CLAUSES FOR NON-FEDERAL
ENTITY CONTRACTS UNDER FEDERAL AWARDS WITH THE
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

2 C.F.R. § 200.327 & 2 C.F.R. PART 200, APPENDIX II, REQUIRED CONTRACT CLAUSES FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

The United States Office of Management and Budget (OMB) issued in 2 C.F.R. 200: *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Subpart D: Post Federal Award Requirements: 2 CFR §§200.317-200.327 of the Uniform Guidance contain provisions applicable to procurements made with federal grant funding. [Except as otherwise provided, updated Post Federal Award Requirements (i.e.: 2 CFR §§200.317-200.327) apply to declarations and awards issued on or after November 12, 2020].

As a non-Federal entity, the County of Hidalgo's ("County") contracts must contain the applicable contract clauses described in Appendix II to the Uniform Guidance (Contract Provisions for non-Federal Entity Contracts Under Federal Awards), which are set forth below. (2 C.F.R. §200.327). If applicable, the following clauses shall supersede any existing, similar clauses stated within the bid document, contract, and/or Terms and Conditions. *The term "Contractor" used herein refers to the proposer, bidder or other entity/individual responding to the applicable procurement packet.*

If applicable, the regulations in 2 CFR, Part 200 and Appendix II to the Uniform Guidance, as it may be amended from time to time, and the contract clauses below, are incorporated by reference as part of this procurement packet and any resulting agreement.

To procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. The following provisions are required and apply when federal funds are expended by the County of Hidalgo for any contract resulting from this procurement process.

1. Remedies.

- a. **Applicability.** This requirement applies to all Federal grant and cooperative agreement programs.
- b. **Standard.** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. See 2 C.F.R. Part 200, Appendix II, ¶ A.
- c. **Statement.** Pursuant to Federal Rule (A) above, when federal funds are expended by the County, the County reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party. Contractor shall comply with all applicable Federal, State of Texas, and local laws, rules, and regulations and shall obtain all applicable licenses and permits for the conduct of its business and the performance of the services, and any provision of equipment and material ("Applicable Law"). All transactions related to any of the Contract Documents shall be governed by the laws of the State of Texas, and trial of any action brought in connection with the bid or the Contract Documents shall be held exclusively in a state court in the County of Hidalgo, Texas.

2. Termination for Cause and Convenience.

- a. **Applicability.** This requirement applies to all Federal grant and cooperative agreement programs.
- b. **Standard.** All contracts in excess of \$10,000 shall address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement as follows. See 2 C.F.R. Part 200, Appendix II, ¶ B.
- c. **Statement.** *Termination.* County may terminate this Agreement for any reason upon ten (10) days written notice to the other party. County may terminate this Agreement immediately upon written notice if Contractor

breaches this Agreement. In the event of any termination, Contractor shall promptly deliver to the County any and all Work Materials prepared for the County prior to the effective date of such termination, all of which shall become County's sole property. After receipt of the Work Materials, County will pay Contractor for the services which the County determines were satisfactorily performed as of the effective date of the termination.

Excuses for Non-Performance. Either party shall be absolved from its obligations under this contract when and to the extent that performance is delayed or prevented (and in the County of Hidalgo's case when and to the extent that its need for the articles, materials or work to be supplied hereunder is reduced or eliminated) by reason of acts of God, fire explosion, war riots, strikes, labor disputes, or governmental laws, orders or regulations.

Default. If Contractor or Subcontractor shall breach any provision hereof or shall become insolvent, enter voluntary or involuntary bankruptcy or receivership proceedings or make an assignment to the benefit of creditors, County of Hidalgo shall have the right (without limiting any other rights or remedies which it may have hereunder or by operation of law) to terminate this contract by written notice to Contractor whereupon County shall be relieved of all further obligation hereunder except the obligation to pay the reasonable value of Contractor's prior performance (at not exceeding the contract rate), and Contractor shall be liable to County for all costs incurred by County in completing or procuring the completion of performance in excess of the contract price herein specified. The County's right to require strict performance of any obligation hereunder shall not be affected by any previous waiver, forbearance of course of dealing. Time is of the essence thereof.

3. **Equal Employment Opportunity.**

- a. **Applicability:** This requirement applies to all Federal grant and cooperative agreement programs.
- b. **Standard.** Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 11246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II, ¶ C.
- c. **Key Definitions:**
 - (1) *Federally Assisted Construction Contract.* The regulation at 41 C.F.R. § 60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.
 - (2) *Construction Work.* The regulation at 41 C.F.R. § 60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction
- d. **Statement:** Contractor will comply with the Nondiscrimination Civil Rights Act of 1964, as amended and all Federal regulations relative to nondiscrimination in Federally assisted programs. The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause:

“During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.”

4. Davis Bacon Act and Copeland Anti-Kickback Act.

- a. Applicability of Davis-Bacon Act. The Davis-Bacon Act only applies to the emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. **It does not apply to other Federal grant and cooperative agreement programs, including the Public Assistance Program.**

- b. Standard. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)).

In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

In contracts subject to the Davis-Bacon Act, the contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti-Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA or applicable Federal entity. See 2 C.F.R. Part 200, Appendix II, ¶ D.

- c. Statement. The regulation at 29 C.F.R. § 5.5(a) does provide the required contract clause that applies to compliance with both the Davis-Bacon and Copeland Acts. However, as discussed in the previous subsection, the Davis-Bacon Act does not apply to Public Assistance recipients and subrecipients. In situations where the Davis-Bacon Act does not apply, neither does the Copeland "Anti-Kickback Act." However, for purposes of grant programs where both clauses do apply, FEMA or applicable Federal entity requires the following contract clause:

"Compliance with the Copeland "Anti-Kickback" Act.

(1) *Contractor.* The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

(2) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as Federal requirements may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

(3) *Breach.* A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

5. Contract Work Hours and Safety Standards Act.

- a. Applicability: This requirement applies to all Federal grant and cooperative agreement programs.
- b. Standard. Where applicable (see 40 U.S.C. § 3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5.

Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. See 2 C.F.R. Part 200, Appendix II, ¶ E.

The regulation at 29 C.F.R. § 5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

c. Statement.

“Compliance with the Contract Work Hours and Safety Standards Act.

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The County of Hidalgo shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.”

6. Rights to Inventions Made Under a Contract or Agreement.

- a. Applicability: Stafford Act Disaster Grants. This requirement **does not apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance**

to Individuals and Households – Other Needs Assistance Grant Program, as FEMA or Federal awards under these programs do not meet the definition of “funding agreement.”

- b. Standard. If the FEMA or Federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA or applicable awarding agency. See 2 C.F.R. Part 200, Appendix II, ¶ F.
- c. Key Definition: The regulation at 37 C.F.R. § 401.2(a) currently defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

7. Clean Air Act and the Federal Water Pollution Control Act.

- a. Applicability and Standard: Contracts of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶ G.
- b. Statement: Included in contracts as provided in section “7a” above.
 - (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. and the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
 - (2) The contractor agrees to report each violation to the Federal awarding agency (e.g. Federal Emergency Management Agency-FEMA) and the Regional Office of the Environmental Protection Agency. Contractor understands and agrees that each violation reported to the County of Hidalgo will, in turn, be reported as required to assure notification to the Federal awarding agency and the appropriate Environmental Protection Agency Regional Office.
 - (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the applicable Federal awarding agency (e.g. FEMA).

8. Debarment and Suspension.

- a. Applicability: This requirement applies to all Federal grant and cooperative agreement programs.
- b. Standard. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security’s regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).

These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, ¶ H; and Chapter IV, ¶ 6.d and Appendix C, ¶ 2. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General

Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530; Chapter IV, ¶ 6.d and Appendix C, ¶ 2.

In general, an “excluded” party cannot receive a Federal grant award or a contract within the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any nonprocurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the nonprocurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipient.

Specifically, a covered transaction includes the following contracts for goods or services:

- (1) The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
- (2) The contract requires the approval of FEMA or applicable Federal entity, regardless of amount.
- (3) The contract is for Federally-required audit services.
- (4) A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or applicable Federal entity or is in excess of \$25,000.

c. Statement. The following provides a debarment and suspension clause. It incorporates a method of verifying that contractors are not excluded or disqualified:

For maximum protection, provide a print or electronic document for every prime and subcontractor, from www.sam.gov in order to ensure that they are not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities.

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of entity serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.”

9. Byrd Anti-Lobbying Amendment.

- a. Applicability: This requirement applies to all Federal grant and cooperative agreement programs.
- b. Standard. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ I; 44 C.F.R. Part 18; Chapter IV, 6.c; Appendix C, ¶ 4. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or

organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See Chapter IV, ¶ 6.c and Appendix C, ¶ 4.

- c. Statement. The following statement in bold provides a Byrd Anti-Lobbying contract clause:

(IF APPLICABLE, PLEASE FILL IN BLANKS AND SIGN)

“Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.”

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned Contractor, _____ certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying

Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

10. Procurement of Recovered Materials.

- a. Applicability: This requirement applies to all Federal grant and cooperative agreement programs.
- b. Standard. A non-Federal entity that is a **state agency or agency of a political subdivision** of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.323; *PDAT Supplement*, Chapter V, ¶ 7.

The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- c. Statement. The following provides the clause that a state agency or agency of a political subdivision of a state and its contractors can include in contracts meeting the above contract thresholds:

“(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

(3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”

11. Prohibition on Contracting for Covered Telecommunications Equipment or Services – 2 CFR § 200.216 (FEMA Interim Policy #405-143-1 effective August 13, 2020).

- a. Applicability: This requirement applies to all Federal grant and cooperative agreement programs and/or as provided below, and is effective August 13, 2020.

- b. Standard. A non-Federal entity is prohibited against using federal funds to purchase telecommunications and video surveillance equipment and services (such as but not limited to mobile phones, land lines, internet, video surveillance, and cloud servers) from certain companies/entities in covered foreign countries for national security reasons. This regulation is being incorporated into federal grants and contracts received by the County through 2 CFR 200.216 and/or Federal Acquisition Regulations (FAR) clause 52.204-25; as well as guidance provided through Federal Emergency Management Agency (FEMA) Policy #405-143-1. See 2 C.F.R. Part 200, Appendix II, ¶ K

Currently, applicable federal provisions provide that Covered Foreign country means the People's Republic of China and covered telecommunications equipment or services means –

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

The definition of "Affiliate" can be found in FAR 2.101. Listing of subsidiaries and affiliates can be found in Supplement Number 4 to 15 CFR Part 744.

- c. Statement. Federal awards recipients and subrecipients, as well as their contractors and subcontractors, include the following required contract clause in applicable new, extended, or renewed contracts and subcontracts as per the provisions discussed above.

PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- (a) Definitions. As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy, #405-143-1 Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services As used in this clause—
- (b) Prohibitions.
 - (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
 - (2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

- (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
 - (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.
- (c) Exceptions.
 - (1) This clause does not prohibit contractors from providing—
 - a. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
 - b. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
 - (2) By necessary implication and regulation, the prohibitions also do not apply to:
 - a. Covered telecommunications equipment or services that:
 - i. Are not used as a substantial or essential component of any system; and
 - ii. Are not used as critical technology of any system.
 - b. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.
- (d) Reporting requirement.
 - (1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
 - (2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
 - (i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

- (ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.
- (e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

12. Domestic Preferences for Procurements

- a. Applicability: This requirement of this section must be included in all subawards including all contracts and purchase orders for work or products under Federal award applies to all contracts and purchase orders for work or products using federal funds.
- b. Standard. As appropriate, and to the extent consistent with law, Non Federal Entities should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States. This includes, but is not limited to, iron, aluminum, steel, cement, and other manufactured products. See 2 C.F.R. Part 200.322 and 2 C.F.R. Part 200, Appendix II, ¶ L
- c. Statement. The following provides the required Domestic Preferences for Procurements contracts clause that is incorporated herein by reference.

“Domestic Preference for Procurements

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For purposes of this clause:

- *Produced in the United States* means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- *Manufactured products* mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

ADDITIONAL REQUIRED CONTRACT CLAUSES FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Additional FEMA or applicable Federal Requirements. In addition to the requirements above, non-Federal entity contracts under Federal award subject to financial assistance from FEMA are required to contain the following additional contract clauses. The Uniform Guidance authorizes FEMA to require additional provisions for non-Federal entity contracts. FEMA, pursuant to this authority, requires or recommends the following:

These clauses are incorporated by reference as part of this procurement packet and any resulting agreement.

1. Changes.

- a. Standard. To be eligible for FEMA assistance under the non-Federal entity’s Federal grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope. FEMA or applicable Federal entity recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method,

price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

b. Statement. The following provides a contract clause regarding access to records:

“The contractor shall secure written authorization before proceeding with any additional work, whether requested by the County or required to complete the contract. The cost for any changes to the contract price, whether requested by the County or the Contractor will be approved only after submitting the contractor’s true costs for the work and related equipment costs and site expenses.”

2. Access to Records.

a. Standard. All non-Federal entities must place into their contracts a provision that all contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA or applicable Federal entity access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).

b. Statement. The following provides a contract clause regarding access to records:

“Access to Records. The following access to records requirements apply to this contract:

(1) The contractor agrees to provide the County of Hidalgo, the FEMA or applicable Federal Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The contractor agrees to provide the FEMA or applicable Federal Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.”

3. DHS Seal, Logo, and Flags.

a. Standard. All non-Federal entities must place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS officials without specific FEMA or applicable Federal entity pre-approval. See DHS Standard Terms and Conditions, v3.0, ¶ XXV (2013).

b. Statement. The following provides a contract clause regarding DHS Seal, Logo, and Flags:

“The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS officials without specific FEMA or applicable Federal entity pre- approval.”

4. Compliance with Federal Law, Regulations, and Executive Orders.

a. Standard. All non-Federal entities must place into their contracts an acknowledgement that FEMA or applicable Federal financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable Federal law, regulations, executive orders, and FEMA or applicable Federal policies, procedures, and directives.

b. Statement. The following provides a contract clause regarding Compliance with Federal Law, Regulations and Executive Orders:

“This is an acknowledgement that Federal financial assistance will be used to fund the contract only. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA or applicable Federal policies, procedures, and directives.”

5. **No Obligation by Federal Government.**

a. **Standard.** The non-Federal entity must include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

b. **Statement.** The following provides a contract clause regarding no obligation by the Federal Government:

“The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.”

6. **Program Fraud and False or Fraudulent Statements or Related Acts.**

a. **Standard.** The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

b. **Statement.** The following provides a contract clause regarding Fraud and False or Fraudulent Related Acts:

“The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor’s actions pertaining to this contract.”

7. **FEMA Contract requirement regarding Prohibition on Contracting for Covered Telecommunications Equipment or Services – 2 CFR § 200.216 (FEMA Interim Policy #405-143-1 effective August 13, 2020).**

FEMA recipients and subrecipients and their contractors and subcontractors are required per 2 C.F.R. Part 200, Appendix II ¶ K to include a contract provision in all FEMA-funded contracts and subcontracts, including any purchase orders. To satisfy this requirement, the contract provision found in Number 11 above is incorporated by reference by the County of Hidalgo in all new, extended, or renewed contracts and subcontracts. Applicable County contractors and subcontractors shall also comply with the applicable law and requirements. (See Number 11 above).

8. **FEMA Contract requirement regarding Domestic Preferences for Procurements**

For purchases in support of FEMA declarations and awards issued on or after November 12, 2020, all FEMA recipients and subrecipients are required per 2 C.F.R. Part 200, Appendix II ¶ L to include in all contracts and purchase orders for work or products the contract provision included in number 12 above encouraging domestic preference for procurements.

Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that the Contractor read and understands all provisions, laws, acts, regulations, etc. as specifically noted above and certifies compliance with the same.

Vendor’s Name/Company Name: _____

Printed Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

**APPENDIX J
PROPOSER'S AFFIDAVIT**

**PROPOSER'S AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, AND
ANTI-LOBBYING**

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, Scott-Memman, Inc., being first duly sworn, deposes that:

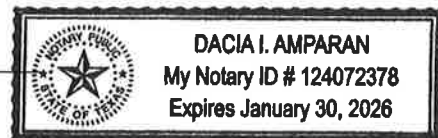
- (1) Affiant does hereby state neither the proposer nor any of the proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or another proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or another reward will be hereinafter paid.
- (2) Affiant further states they have neither recommended nor suggested to Hidalgo County or any of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.
- (3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.
- (4) Affiant further states no officer, or stockholder of the proposer is a member of the staff, or related to any employee of Hidalgo County except as noted herein below:

Signature/Title: [Signature] President

Subscribed and sworn to before me this 2nd day of November, 2023.

[Signature]

Notary Public



My commission expires: January 30, 2026

**APPENDIX J
PROPOSER'S AFFIDAVIT**

**PROPOSER'S AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, AND
ANTI-LOBBYING**

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, Scott-Memman, Inc., being first duly sworn, deposes that:

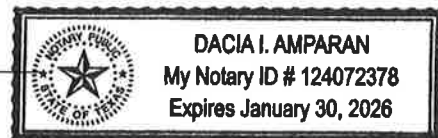
- (1) Affiant does hereby state neither the proposer nor any of the proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or another proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or another reward will be hereinafter paid.
- (2) Affiant further states they have neither recommended nor suggested to Hidalgo County or any of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.
- (3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.
- (4) Affiant further states no officer, or stockholder of the proposer is a member of the staff, or related to any employee of Hidalgo County except as noted herein below:

Signature/Title: [Signature] President

Subscribed and sworn to before me this 2nd day of November, 2023.

[Signature]

Notary Public



My commission expires: January 30, 2026

REFERENCE FORM

Respondent's involvement with reference checks is not permitted. Only Hidalgo County Purchasing Department or authorized designees will conduct reference checks. Any deviation to this may result in rejection of your response.

Reference One

Client's Name: Lona Ackman
Type of Organization: Gonzales County Clerk
Address: 427 St. George St. Gonzales, TX 78629

Contact Person: Lona Ackman Title: County Clerk
Telephone: 830-672-2801 E-mail: gcc@co.gonzales.tx.us

Project Information

Name of Project: Marriage License
Scope of Work: Design, print and add gold foil stamp.

Contract Period: From 10 years or more to Current
Cost: Projected \$: Cost is per quantity ordered Actual \$: Cost is per quantity ordered
Timeframe (Include Unit Measure) Projected 7 - 10 work days after proof approval Actual 7 - 10 work days after proof approval
Status as of 11/2/2023 (Circle One) Complete In Progress Canceled
Date

Reference Two

Client's Name: Bobbie Davis
Type of Organization: Panola County Clerk
Address: 110 SYCAMORE ST CARTHAGE, TX 75633

Contact Person: Bobbie Davis Title: County Clerk
Telephone: 903-693-0302 E-mail: countyclerk@co.panola.tx.us <countyclerk@co.panola.tx.us>;

Project Information

Name of Project: Marriage License
Scope of Work: Design, print and add gold foil stamp.

Contract Period: From 2013 to Current
Cost: Projected \$: Cost is per quantity ordered Actual \$: Cost is per quantity ordered
Timeframe (Include Unit Measure) Projected 7 - 10 work days after proof approval Actual 7 - 10 work days after proof approval
Status as of 11/2/2023 (Circle One) Complete In Progress Canceled
Date

Reference Three

Client's Name: Laura Richard

Type of Organization: Fort Bend County Clerk

Address: 301 Jackson St, Ste 136 Richmond, TX 77469-3108

Contact Person: Alicia Losoya

Title: Division Supervisor

Telephone: 281-341-8653

E-mail: Alicia.Losoya@fortbendcountytx.gov

Project Information

Name of Project: Marriage License

Scope of Work: Design, print and add gold foil stamp. We worked with Fort Bend County clerk to come up with and design different versions of their Marriage License.

Contract Period: From 2000 to Current

Cost: Projected \$: Cost is per quantity ordered Actual \$: Cost is per quantity ordered

Timeframe (Include Unit Measure) Projected 7 - 10 work days after proof approval Actual 7 - 10 work days after proof approval

Status as of 11/2/2023 (Circle One) Complete In Progress Canceled
Date

Reference Four

Client's Name: Lee Chambers

Type of Organization: Liberty County Clerk

Address: 1923 SAM HOUSTON LIBERTY, TX 77575

Contact Person: Lee Chambers

Title: County Clerk

Telephone: 936-336-4670

E-mail: lee.chambers20@co.liberty.tx.us

Project Information

Name of Project: Marriage License

Scope of Work: Design, print and add gold foil stamp.

Contract Period: From 2000 to Current

Cost: Projected \$: Cost is per quantity ordered Actual \$: Cost is per quantity ordered

Timeframe (Include Unit Measure) Projected 7 - 10 work days after proof approval Actual 7 - 10 work days after proof approval

Status as of 11/2/2023 (Circle One) Complete In Progress Canceled
Date

EXHIBIT “B”

COMPANY’S RESPONSE

PROPOSAL DOCUMENT REPORT
RFB No. 23-0299-11-08-05
General Printing Services and Related Supplies

PRICE TABLES

GENERAL PRINTING SERVICES & RELATED SUPPLIES

Line Item	Department	Item	Description	Est. Qty	Unit of Measure	Unit Cost	Total
1	County Clerk's Office	CERTIFIED MARRIAGE LICENSE	Certified Marriage License are numbered -Legal Size	1,000	Each	\$0.72	\$720.00
2	County Clerk's Office	CERTIFIED MARRIAGE LICENSE	White color paper with red numbers (Front Only)	1,000	Each	\$0.60	\$600.00
3	County Clerk's Office	CERTIFIED MARRIAGE LICENSE	Archival & Correct Off White color with red numbers (Front & Back Side), includes Notarial Seal	1,000	Each	\$0.97	\$970.00
4	County Clerk's Office	MARRIAGE LICENSE (WITHOUT NOTARIAL SEALS)	Printed-4/1 color, 32# Custom Ledger that is archival & correct off white color for Marriage License, Legal Size Paper	1,000	Each	\$1.50	\$1,500.00
5	County Clerk's Office	MARRIAGE LICENSE (W/NOTARIAL SEALS)	Printed-4/1 color, 32# Custom Ledger that is archival & correct off white color for Marriage License, Legal Size Paper	1,000	Each	\$1.80	\$1,800.00

EXHIBIT “C”

CERTIFICATE OF INSURANCE