



2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within **Hidalgo County** following a request for Services by the Commissioners' Court or their designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period of one (1) year effective August, 14, 2018 and ending on August 13, 2019. Hidalgo County at its sole discretion elect the option to extend the contract for one (1) year term at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the

operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

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

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

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

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company

is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo  
Attn: County Judge  
100 S. Cano 2<sup>nd</sup> Floor  
Edinburg, Texas 78539**

If to Company: **Gateway Printing & Office Supply, Inc.  
14803 Bulverde Rd.  
San Antonio, Tx.78247**

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated without cause by County with thirty day's written notice prior to cancellation.

15. The contract may be terminated without cause upon thirty (30) days written notice by County.

16. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

17. This Agreement shall be governed by and construed in accordance with the laws

of the State of Texas and shall be performable in Hidalgo County.

18. **Commitment of Current Revenues Only.** In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon sixty (60) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

19. **Immunities:** Nothing in this Agreement is intended to and County does not hereby waive, release or relinquish any right to assert any of the defenses County enjoys by virtue of the stated or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to County as to any claim or action of any person, entity, or individual against County.

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

APPROVED BY COMMISSIONES COURT: \_\_\_\_\_

**COUNTY OF HIDALGO**

ATTEST:

Arturo Guajardo Jr.  
Arturo Guajardo Jr., County Clerk

By: Ramon Garcia  
Ramon Garcia, County Judge



APPROVED BY  
COMMISSIONERS' COURT  
ON: 7/2/18

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

By: SLC  
Stephen L. Crain

COMPANY: Gateway Printing + Office Supply Inc  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

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

**EXHIBIT "A"**  
Specifications/Requirements  
HIDALGO COUNTY  
***"General Printing Services & Related Supplies"***  
**BID NO.: 2018-089-05-30-YSI**

Hidalgo County is seeking to contract with a qualified vendor(s) to furnish **"General Printing Services & Related Supplies"** in accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. Vendor shall furnish all materials and supplies necessary to execute the specified services. These services will be on an "As Needed Basis".

The intent for this Invitation for bid is to obtain a qualified printing firm to provide, in the ESTIMATED quantities indicated, the annual printing requirements for the County as contained herein.

Quantities on the pricing pages depict the County's estimated annual requirements. **These quantities WILL NOT be ordered at one time.** Orders will be placed by individual departments on an "as needed" basis, in small quantities i.e., one (1) to three (3) boxes per order) throughout the year.

**SPECIFICATIONS/REQUIREMENTS:**

Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.

1. All deliveries are to be made to Hidalgo County's specified department, during regular working days, Monday through Friday, between the hours of 8:00 am and 5:00 pm, unless otherwise requested by the County department.
2. Successful bidder will be required to notify the requesting department in the event of unforeseen delay arising in the delivery of a specified shipment. Delivery locations will be stated on each purchase order. If the vendor chooses to third party delivery, it must be stated under the method of delivery.
3. Order will be placed by various County departments on an "as needed" basis. Hidalgo County is not obligated to any minimum or maximum quantities.
4. **SAMPLES/DEMOS/PROOFS:**  
Upon request, samples/demos and/or proofs shall be furnished to Hidalgo County at **no additional cost**, for approval prior to printing.
  - **Samples:** Will be provided to Hidalgo County designee, prior to printing for approval by Department.
  - **Proofs:** Must be supplied prior to printing at no additional cost to Hidalgo County. The proof shall then be dated, signed by Hidalgo County and returned to vendor for printing.
5. **OVER RUNS:** Hidalgo County shall not pay for over-runs. Vendor is cautioned to provide only the quantity of print copies as stated on the Purchase Order. Any over-runs delivered to the County shall be considered as a donation and no additional fees will be allowed and/or paid.
6. **CD**-Samples of most of the printing forms will be provided to all bidders in a CD File for your review and consideration. Specifications: Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.

7. **PRICING:**

All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. Any costs associated with the following: additional set-up fees, change fees, typesetting fees or delivery fees must be included in the bid prices. Hidalgo County will not accept or pay additional costs such as mentioned above.

8. **SAMPLE REVIEW:**

This printing includes various items and forms. Bidder shall assume sole responsibility for viewing these samples in order to submit a bid consistent with specifications/requirements of the County. Failure to do so may result in rejection of bid. Bidders are strongly encouraged to review the samples prior to submitting a bid. **Bidder that is interested to assess the forms before submitting a bid may do so by requesting an appointment via e-mail to: [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us).** When discrepancy occurs between specifications and sample, the sample shall prevail.

It is not necessary for bidders to submit bids for all sections to be considered for an award. However, bidder is expected to submit pricing for all items within each section that the bidder chooses to respond, in order to be considered for award for that particular section.

9. **PAPER STOCK:**

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

10. **PACKAGING:**

Packaging of forms shall be boxed in quantities standard to the industry. All packages shall be marked with form number and Hidalgo County purchase order number on outside.

**GENERAL REQUIREMENTS:**

The following are the minimum requirements and/or specifications that will be acceptable by the County. Any bid that does not meet the minimum requirements and/or specifications will be rejected.

- Materials must be available for pick-up and/or delivery to the various locations in Hidalgo County during normal working hours, Monday through Friday
- All items must be shipped **F.O.B. INSIDE DELIVERY**
- If the vendor chooses to transport by a third party delivery, it must be stated under the method of delivery on Exhibit B.
- All purchases will be on an “**As Needed Basis**”, there are no set quantities to be purchased.
- All products furnished under this RFB shall be warranted by the vendor to be free from defects and fit for the intended use.
- BID PAGE-Vendor **must** fill in each section of the Bid Page (Exhibit “B”) if applicable, for **not applicable INDICATE N/A** on the form. INCOMPLETE submittals shall be considered a probable cause for disqualification.
- Vendor should match the sample as much as possible.

**HIDALGO COUNTY DEPARTMENT'S**

The following departments listed below are to be considered minimum. Hidalgo County reserves the right to add or delete number of departments as necessary and vendor agrees to comply with such requests.

Other Hidalgo County departments, not stated herein, may be included and may utilize this contract for the purchasing of these items that meet their specifications herein and those departments may possibly make modifications to the lettering, colors, logos, seals and/or emblems if necessary at no additional charge.

<b>HIDALGO COUNTY DEPARTMENTS</b>	
<b>A.)</b>	92nd Judicial District Court
<b>B.)</b>	139th Judicial District Court
<b>C.)</b>	206th Judicial District Court
<b>D.)</b>	332th Judicial District Court
<b>E.)</b>	370th Judicial District Court
<b>F.)</b>	398th Judicial District Court
<b>G.)</b>	430th Judicial District Court
<b>H.)</b>	Adult Probation
<b>I.)</b>	Auditor's Office
<b>J.)</b>	Commissioner Precinct 3
<b>K.)</b>	Constable Precinct No. 1
<b>L.)</b>	Constable Precinct No. 2
<b>M.)</b>	Constable Precinct No. 3
<b>N.)</b>	County Clerk's Office
<b>O.)</b>	County Court At Law #6 (Judge Albert Garcia)
<b>P.)</b>	District Attorney
<b>Q.)</b>	District Clerk's Office
<b>R.)</b>	Emergency Management
<b>S.)</b>	H.I.D.T.A. Task Force
<b>T.)</b>	Human Resources
<b>U.)</b>	Juvenile Justice Center
<b>V.)</b>	Public Defender's Office
<b>W.)</b>	Safety Division
<b>X.)</b>	Sheriff's Office-Jail Dept
	Sheriff's Office-Law Enforcement Dept
<b>Y.)</b>	Tax Assessor Collector's Office
	Auto License/Automobile dept plus all substations
<b>Z.)</b>	Treasurer's Office

**TERMS & CONDITIONS:**

1. Term of contract is for one (1) year period with County's option to renew the contract for an additional two (2) one (1) year terms, under the same rates and conditions.
2. County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.
3. Hidalgo County has the authority to utilize State Contracts and cooperative purchasing whenever it is in the County's best interest to do so.
4. Hidalgo County reserves the right to add or delete items during the term of the contract under the same rates and conditions.
5. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.
6. Insurance requirements for this project to be maintained through out the contract term (**Refer to limits on the Exhibit "C" for limits**).
7. After bid is awarded, if low bidder default in meeting the general instructions to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item.

**ADDITIONAL INFORMATION:**

- 1) Hidalgo County is requesting that any and all questions, inquiries, and all clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Highway 281, Edinburg, Texas 78539. **TELEPHONE CALLS WILL NOT BE ACCEPTED!**
- 2) All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursement for such charges shall be passed onto Hidalgo County.
- 3) **ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL** to [tanya.delira@co.hidalgo.tx.us](mailto:tanya.delira@co.hidalgo.tx.us) by no later than **Monday, May, 21, 2018 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via email by no later than **Wednesday, May 23, 2018 by 5:00 p.m.**
- 4) **PRE-BID CONFERENCE:**  
A pre-bid conference has been scheduled for: **Monday, May 21, 2017@ 9:00 am**– Location: 2802 S. Business Hwy 281, Edinburg, TX. 78539. Hidalgo County's - New Administration Building. The purpose of this meeting is to go over expectations of the contract and ensure that the contract terms and condition are understood.

**EXHIBIT "B"**  
**VENDOR'S BID**

## EXHIBIT "B"

**HIDALGO COUNTY**  
**"General Printing Services & Related Supplies"**  
**BID NO: 2018-089-05-30-YSI**

<b>A) 92ND JUDICIAL DISTRICT COURT</b>				
DESCRIPTION			Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	3½"x2", 80# linen card stock-natural black (raised ) Lettering, w/Gold foil raised Seal , Single sided print, landscape layout	500 per order	
2.	<i>ENVELOPES W/LOGO</i>	Size: 9½ x4¼",#10 linen-Natural Standard Envelopes, black ink (raised) Print and Gold (foil) seal 500 per box 24 lb	2 boxes of 500	
3.	<i>LETTERHEAD PAPER</i>	8.5"x11", #24 linen-natural, one sided print, black (raised) ink print , seal gold (foil), 500 sheets per ream 24 lb 25 % Cotton	1,000	
4.	<i>ORDER OF RELEASE/ ORDER OF COMMITMENT</i>	8.5"x11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <b>only</b> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only, Top Glue Bind	2,000/3 part	
<b>B) 139<sup>TH</sup> JUDICIAL DISTRICT COURT</b>				
Description			Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	3½"x2", Black ink raised Lettering, w/gold raised seal, single sided print, landscape layout	4 bxs. of 500	
		foil seal	4 bxs. of 500	
		ink seal	4 bxs. of 500	
2.	<i>ENVELOPES W/LOGO</i>	Size 4 ⅛" x 9 ½", White Linen Standard Envelopes, raised Print, black ink and Gold ink foil seal	2 boxes of 500	
3.	<i>LETTERHEAD PAPER</i>	8.5" X 11", #20 White Linen Fine quality Bond Paper one sided print, flat black ink print, gold ink foil stamp seal	4 reams of 500	
4.	<i>ORDER OF RELEASE/ORDER OF COMMITMENT</i>	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <b>only</b> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only Top Glue Bind	2,000/3 part	
<b>C) 206<sup>TH</sup> JUDICIAL DISTRICT COURT</b>				
Description			Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout white Linen	1,000	
2.	<i>COURT ORDER MODIFYING CONDITIONS OF BOND</i>	8½" X 11" Page Size, 3 Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow	1,000/3 part	
3.	<i>ENVELOPES W/LOGO</i>	size 4 ⅛" x 9 ½", standard envelopes, raised print, black ink and gold for seal 24 lb 25 % cotton	2 boxes of 500	
4.	<i>JUROR TAGS</i>	3½" x 2 ¼", Yellow Plastic w/black letter w/thumb grip clip	14	
5.	<i>JUROR'S HANDBOOK PAMPHLETS</i>	17 ½" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper 60 lb	1,000	<b>\$199.00</b>
6.	<i>LETTERHEAD PAPER</i>	25 % Cotton Paper 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black ink print, seal raised gold ink, 24 lb 25 % Cotton	2 reams of 500	
7.	<i>ORDER OF RELEASE/ORDER OF COMMITMENT</i>	8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page only front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only, Top Glue Bind	2,000/3 part	

## D) 332nd JUDICIAL DISTRICT COURT

Description		Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b> 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	500	
2.	<b>ENVELOPES W/LOGO</b> Size 4 ¼" x 9 ½", Standard Envelopes flat black Print, and flat black ink for self-seal	2,500	\$220.00
3.	<b>INSTRUCTIONS TO JURORS IN CIVIL CASES</b> 5 ½ x 7" folded in half printed in black front and back in and out of	2,500	\$82.60
4.	<b>LETTERHEAD PAPER</b> 8.5" X 11" 25 % Cotton Paper- flat Print, black/gray ink	1,000	\$111.19
5.	<b>ORDER OF RELEASE/ORDER OF COMMITMENT</b> 8.5" X 11" Paper Size, three (3) part NCR, White, Yellow, Pink 1 <sup>st</sup> page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front print only----- 2 hole punch on top	2,500	

## E) 370th JUDICIAL DISTRICT COURT

Description		Estimated Qty	UNIT PRICE
1.	<b>ENVELOPES W/LOGO</b> Size 4 ¼" x 9 ½", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	1,000 per order	
2.	<b>LETTERHEAD PAPER</b> 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print, gold ink foil seal, 500 sheets per ream 25 % cotton	1,000 per order	

## F) 398th JUDICIAL DISTRICT COURT

Description		Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b> 3½" X 2", Ink -Black and Red Raised Lettering, w/Gold foil Seal , Single sided print, landscape layout - Linen	5 box of 500	
2.	<b>ENVELOPES W/LOGO</b> Size 4 ¼" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal foil Linen	6 boxes of 500	
3.	<b>LETTERHEAD</b> 8.5" X 11", #20 Linen Paper, one sided print, raised black and red ink print , seal gold foil 25 % cotton (1st page)	6 reams of 500	
4.	<b>ORDER OF RELEASE/ORDER OF COMMITMENT</b> 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only (same as page one) Top Glue Bind	3,000 3-Part	

## G) 430th JUDICIAL DISTRICT COURT

Description		Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b> 3½"x2", BLUE ink Raised Lettering, w/Gold Raised Seal, Single sided print, landscape layout	foil 500	
		ink 500	
2.	<b>BUSINESS CARDS, double sided print, landscape layout</b> (BAILIFF) 3½"x2", BLUE ink Raised Lettering in the front w/Gold ink Seal, DOUBLE sided flat print in the back, landscape layout	500	
3.	<b>ENVELOPES W/LOGO</b> Size 4 ¼" x 9½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal 25 % cotton	1000	
4.	<b>JUROR'S HANDBOOK PAMPHLETS</b> 17½"x9", Flat Print Black Ink – Double Sided, 5 fold pamphlet, Light BLUE Paper	500	\$132.70
5.	<b>LETTERHEAD</b> 8.5"x11" Cotton Paper #20 Fine quality Bond Paper, one sided print, raised BLUE ink print , seal raised gold ink, 500 sheets per ream 25% cotton	1000	
6.	<b>ORDER OF RELEASE/ORDER OF COMMITMENT</b> 8.5"x11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page <u>only</u> front and back print, 2 <sup>nd</sup> and 3 <sup>rd</sup> page front only (same as page one) Top Glue Bind	3,000 3-Part	

## H) ADULT PROBATION DEPARTMENT

Description		Estimated Qty	UNIT PRICE
1.	<b>APPOINTMENT CARDS</b> Letter Size Page 8½"x 11", black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 8 cards	10,000 per year	
2.	<b>ASSESSMENT APPOINTMENT FORM</b> Letter size page 20lb. light yellow paper, cut in 2 parts-double sided print-black ink	6,000 per year	
3.	<b>BUSINESS CARDS</b> 3½"x2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering,	5,000 per	

		Single sided print-500 per box, landscape layout	year	
4.	<b>COMMUNITY SERVICE RESTITUTION (CSR) ID CARD</b>	Letter Size Page (8½"x11")Page Size, 110 lb. paper 4 cards per page, Black ink printing, double sided print, cut into 4 cards	6,000 per year	
5.	<b>COURT INFORMATION FORM</b>	Letter Size Page (8½" X 11), 20 lb. Paper-double sided print, black ink printing	5,000 per year	\$ .04 ea
6.	<b>COURT NOTES</b>	Letter Size Page (8½"x11), single sided print, black ink printing	4,000 per year	
7.	<b>DELINQUENT LETTER for DEFENDANT</b>	Letter Size Page (8½"x11")-Black ink printing-Double sided print English/Spanish	15,000 per year	
8.	<b>ENVELOPES W/LOGO</b>	#10 No Window Envelope. (4¼"x9 ½"), Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window	40,000 per year	
9.	<b>ENVELOPES W/LOGO</b>	Size (4¼" x 9 ½"), Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window.	20,000 per year	
10.	<b>ENVELOPES W/LOGO</b>	Custom Size (3¾"x8½") Special Window (3" across by 1 down) Black ink Inside Blue Tint	30,000 per year	
11.	<b>FAMILY HISTORY INFORMATION</b>	Letter Size Paper (8½" X 11") 20 lb, double sided-Flat Black ink print, English/Spanish	6,000 per year	
12.	<b>HOME VISIT CARDS</b>	Letter Size Page (8½" x11"), Double sided print, black ink flat print, 110 lb. paper, 6 cards per page, cut into 6 cards-English/Spanish	10,000 per year	
13.	<b>INTAKE APPT. REFERRAL</b>	Letter Size Page (8½" x11"), Double sided print, black ink flat print- light green 20 lb	8,000 per year	
14.	<b>PAMPHLETS</b>	Letter Size Page (8½" x11"), Tri Fold-Glossy 32 lb paper, Double sided flat multi color print, Premium Presentation Paper	20,000 per year	
15.	<b>RECEPTIONISTS SLIPS</b>	Letter Size page (8½"x11"), 20lb White Paper, Black flat print, cut in 8 parts	20,000 Per year	
16.	<b>TRAVEL PERMIT SLIPS</b>	Letter Size Page (8½" x11") Double Sided Print, Black flat print 110 lb paper, cut into 4	10,000 Per year	

## I) AUDITOR'S OFFICE

Description		Estimated Qty	UNIT PRICE
1.	<b>LETTERHEAD PAPER</b> 8.5"x11", #24 lb Fine quality Bond Paper, one sided print, flat black ink print, watermark gray seal w/ light, dark gray and black shading 500 per ream: 25% Cotton (1st page)	2,000	\$185.65/ 2000
2.	<b>LETTERHEAD PAPER</b> 8.5"x11", #24 lb Fine quality Bond Paper, one sided print, flat, w/gray watermark seal 500 per ream 25% Cotton (continuation page)	500	

## J) PRECINCT 3 Commissioner Joe Flores

Description		Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b> 3½" X 2", Ink -Black Raised Lettering, w/Gold Foil Seal, Single sided print, portrait business card layout, 500 per each	1 box of 500	
2.	<b>ENVELOPES W/LOGO</b> Size 4¼" x 9½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2 boxes /500	
3.	<b>LETTERHEAD PAPER</b> 8.5" X 11", #20 Fine quality Bond White Linen Paper one sided print, raised blue ink print , gold foil stamp seal w/blue lettering, 500 sheets per ream	2 boxes /500	
4.	<b>LETTERHEAD PAPER</b> 8.5" X 11", White Linen Paper Blue ink	2 boxes /500	
5.	<b>PARKING PERMIT</b> 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	12/50 sheets	

## K) CONSTABLE PRECINCT 1

Description		Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b> size: 3½"x2", CMYK Single sided flat print, Landscape layout 12KK CIS	500 per box	\$40.00
2.	<b>NOTICE/AVISO-DOOR HANGER CARD</b> size: 8½"x3¾ ; Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000	\$373.95
3.	<b>TICKET BOOK</b> size: 5¼" x 7¾" 4 Part NCR, Paper Color Sequence-White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book wrap around perforated, Starting #varies Top Bind	200 books of 50 pages per bk	

4.	<b>VEHICLE IMPOUNDMENT INVENTORY RECORD</b>	size: <b>8 ½ x 11"</b> ;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 bks of 25 sheets per bk	<b>\$593.00/ 100</b>
<b>L) CONSTABLE PRECINCT 2</b>				
<b>Description</b>			<b>Estimated Qty</b>	<b>UNIT PRICE</b>
1.	<b>BUSINESS CARDS</b>	Size: <b>3½"x2"</b> , ivory linen paper; flat print; CMYK single sided print, landscape layout 80 lb	14 bxs of 500	<b>\$46.00 BX</b>
2.	<b>OFFICIAL RECEIPTS for CONSTABLES FEES</b>	3 part NCR-Paper Color Sequence- white, canary yellow, pink, black ink, single sided flat print number sequence black ink, three (3) receipts per page, 100 sheets per book, 50 sets per book ;die cut (tear out rcpt) wrap around perforated, side glue bind	3 books	
3.	<b>TICKET BOOK</b>	size: <b>5¼"x7¾"</b> -4 Part NCR, paper color sequence- white, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, top bind	50 books of 20 sheets per bk	
4.	<b>WARNING FLYERS/ ADVERTENCIA FLYERS</b>	Size: <b>8½" x11"</b> , peel stick, neon yellow, black ink one sided flat print (English / Spanish)	4 boxes of 5,000	<b>\$1300.00 BX</b>
<b>M) CONSTABLE PRECINCT 3</b>				
<b>Description</b>			<b>Estimated Qty</b>	<b>UNIT PRICE</b>
1.	<b>BUSINESS CARDS</b>	<b>3½"x2"</b> ,blue and gold ink raised lettering, w/seal two colors blue/gold, single sided print, 500 per box, 8 individuals, landscape layout 80 lb	500 per box per order	
2.	<b>BUSINESS CARDS</b>	<b>3½"x2"</b> ,blue and gold ink raised lettering, w/seal two colors blue/gold, single sided print, landscape layout 80 lb	2 boxes of 1000 per order	
3.	<b>ENVELOPES</b>	Size <b>4¼"x9½"</b> , Standard Linen Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	4 bxs /500 per order	
4.	<b>LETTERHEAD PAPER</b>	<b>8.5x11"</b> ,#20 bond paper white linen 92 brightness one sided print, flat print, 2 color ink blue/gold),w/seal (gold/blue),500 sheets per ream	4 reams per order	
5.	<b>NOTICE/AVISO- DOOR HANGER CARD</b>	<b>8½"x3¾"</b> ;black ink, double sided flat print (english one side-spanish other side) neon orange card stock w/die cut	2,000 per order	
6.	<b>OFFICIAL RECEIPT FOR CONSTABLES FEES</b>	3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, single sided flat print , <b>Number Sequence black ink</b> , three (3) Receipts per page, 100 sheets per book, 50 sets per book ;Die cut (tear out receipt) Side Glue Bind;	2 books	
7.	<b>TICKET BOOK</b>	<b>5¼"x7 ¾"</b> ; 4 Part NCR, Paper Color Sequence-White, canary yellow, pink and golden rod, double sided print, black and red ink flat print, <b>number sequence in red ink</b> , 25 sheets per book, Top Glue Bind	40-booklets per order	
8.	<b>VEHICLE IMPOUNDMENT INVENTORY RECORD</b>	<b>7½"x 5"</b> ; 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book wrap around	80/25 per bk per order	
9.	<b>WARNING BOOK</b>	2 parts NCR, paper color sequence-white , golden rod, wrap around cover perforated, 50 sets double sided print, black and red ink flat print, <b>number sequence in red ink</b> ,	50 sets per book	
10.	<b>WARNING FLYERS/ ADVERTENCIA FLYERS</b>	ENGLISH-Size <b>8 ½"x11"</b> , Peel Stick, Neon Orange, Black Ink one sided flat print; SPANISH-Size <b>8½"x11"</b> , Peel Stick, Neon Limeade Green, Black Ink one sided flat print	750 sheets per order	
11.	<b>WARNING NOTICE TO VACATE</b>	Size <b>8½"x11</b> , Peel Stick, Neon Yellow, Black Ink one sided flat print,	750 sheets per order	
12.	<b>CRIMINAL TRESPASS WARNING</b>	3 part NCR – Paper Color Sequence White, Canary Yellow, Pink, Black ink, Single sided flat pint, black ink, three(3) Receipts per page, Die cut (tear out receipt) Top Glue Bind	100 / sheets per order	
<b>N) COUNTY CLERK'S OFFICE</b>				
<b>Description</b>			<b>Estimated Qty</b>	<b>UNIT PRICE</b>
1.	<b>BUSINESS CARDS</b>	<b>SUPERVISORS -3½"x2"</b> ,Gray linen, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	30 boxes of 500 per order	
2.	<b>BUSINESS CARDS</b>	<b>COLLECTORS -3½" x 2"</b> , White smooth card, 2 ink, double sided, black seal with blue lettering, raised lettering 500 per box landscape layout	2,500 per order	
3.	<b>BUSINESS CARDS</b>	<b>GENERAL OFFICE -3½"x2"</b> ,Double Sided, 2 inks, fronts has raised black seal, blue ink raised lettering, w/black raised seal and lettering back side flat back letters, 500 per box, landscape layout	30 boxes of 500 per order	

4.	<b>CLERK'S REPORT CARD</b>	Index Card-4"x 6 1/2", 110# Index, 1 ink, black, flat lettering, one side	1,000 per order	
5.	<b>ENVELOPES</b> no window	<b>SMALL-#28</b> White wove, white envelopes, 7 1/2"x10 1/2", Blue ink flat lettering, with black seal peel and seal, without window, 2 inks, one sided flat print, black seal w/blue flat lettering.	6,000 per order	
6.	<b>ENVELOPES</b> no window	<b>MED-#28</b> -White wove, white envelopes, 12"x 9" Blue ink flat lettering, with black seal, peel and seal, without window, 2 inks, one sided flat print, black seal w/blue flat lettering.	6,000 per order	
7.	<b>ENVELOPES</b> no window	<b>LARGE-#28</b> -White wove, white envelopes, 12"x15 1/2" Blue ink flat lettering, with black seal, peel and seal, without window, 2 inks, one sided flat print, black seal with blue flat lettering	6,000 per order	<b>\$.48 EA</b>
8.	<b>ENVELOPES COLLECTIONS</b> with window	Size 4 1/8" x 9 1/2", #10 Standard white envelopes with window, 1 ink-black logo & black flat lettering on one side, <b>regular gum</b>	30 boxes of 500 per box	
9.	<b>ENVELOPES COLLECTIONS-</b> with window	Size 4 1/8"x9 1/2", #24 envelopes with window #24 Canary yellow, 2 ink, one sided flat print, black seal w/ black flat lettering and red <b>"FINAL NOTICE"</b> , self seal, black logo & black flat lettering on one side, <b>regular gum</b>	30 boxes of 500 per box	
10.	<b>ENVELOPES-OFFICE</b> with window	Size 4 1/8"x 9 1/2", #10 Standard Envelopes with window 2 inks, one sided flat print, black seal with blue flat lettering, (peel and seal)	30 boxes of 500 per box	
11.	<b>ENVELOPES-OFFICE</b> without window	size 4 1/8" x 9 1/2", #10-standard envelopes, no window, 2 inks, one sided flat print, black seal with blue flat lettering (peel and seal)	30 boxes of 500 per box	
12.	<b>LETTERHEAD PAPER</b>	#20-8 1/2"x11", Fine quality White Bond Paper 25 % cotton, one sided flat print, black seal with blue flat lettering, watermark seal, 500 per ream,	30 reams of 500 sheets	
13.	<b>NEWLYWED LETTER</b>	#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	10,000 ea	<b>\$.052 EA</b>
14.	<b>RECREATIONAL REGULATIONS CARDS</b>	FISHING-3 1/2" x 2" Plastic Material double sided print, black, blue, red, green ink, shading-light blue	1,000 ea	
		HUNTING-3 1/2"x2", Plastic Material Double sided print, black, blue, green ink, shading light blue	1,000 ea	
15.	<b>SCRATCH PADS</b>	Note pad 80 pages per tablet -4 1/4"x7", 500 count 2 inks, one sided flat print, black seal with blue flat lettering round corners	500 pads	<b>\$1.43 / PAD</b>

## O) COUNTY COURT AT LAW # 6

### Judge Albert Garcia

Description		Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b>	3 1/2" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Landscape Layout, 500 per box 25 % cotton	1,000
2.	<b>ENVELOPES- without window</b>	size 4 1/8" x 9 1/2", standard envelopes, raised print, blue ink w/ gold ink seal 500 per box, no window 25 % cotton	1,000
3.	<b>LETTERHEAD PAPER</b>	8.5" x 11", #20 fine quality bond paper one sided print, raised blue ink print gold ink stamp seal, 25% cotton	5,000

## P) DISTRICT ATTORNEY

Description		Estimated Qty	UNIT PRICE	
1.	<b>AUTHORIZATION FOR MEDICO LEGAL EXAMINATION</b>	8.5"x11" Paper size, 3 Part NCR, Paper color sequence-White, Canary Yellow and Pink, Black ink printing, Single sided print	1,000	
2.	<b>CRIMINAL MANILA FOLDERS</b>	Legal Size, Folder Stock, End tab, 1/2 Cut Folders w/ black ink print, 1,000 per box... Felony	10 boxes of 1,000	
3.	<b>MANILA FOLDER</b>	Special die cut end with printing	10,000	
4.	<b>WORTHLESS CHECK AFFIDAVIT</b>	2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	9000	
5.	<b>WINDOW ENVELOPE</b>	(new) Full Color print, on 24# white-wove paper	15,000	
6.	<b>NON-WINDOW ENVELOPES</b>	(new) Full Color and raised print, on white linen paper	15,000	
7.	<b>PAMPHLET</b>	(new) 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"x9" 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	<b>\$.70 EA</b>
8.	<b>VICTIMS UNIT</b>	(new) English Brochures - VICTIMS UNIT 8.5"X11", gloss text paper, tri-fold, shrink wrap 250s	10,000	

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

## Q) DISTRICT CLERK'S OFFICE

Description		Estimated Qty	UNIT PRICE
1.	<i>ENVELOPES- with window</i>	Size 4 ¼" x 9 ½", standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window	20,000
2.	<i>ENVELOPES- without window</i>	Size 4 ¼" x 9 ½", standard envelopes, flat print, gray and black ink white lettering and black ink seal, with window no windows	20,000
3.	<i>ENVELOPES-with window</i>	Size 4 ¼" x 9 ½", Standard Envelopes, flat Print, Black and Red ink and black ink seal, <b>Light Blue Envelopes</b> , with Window	120,000
4.	<i>ENVELOPES- without window</i>	Size 3.875x 8.875", Standard Envelopes# 9-24, flat Print, black ink and watermark seal, Canary Yellow Envelopes, No Windows; black flat lettering on one side, self seal, additional operation: send away envelope	120,000
5.	<b>XXXXXXXXXX</b>	PURPOSELY LEFT BLANCK	XXXX
6.	<i>ENVELOPES- without window</i>	<b>#28</b> -White wove, white envelopes, 12" x 9" Gray & Black ink flat lettering, with without window,, one sided flat print, white seal w/black flat lettering.	5,000
7.	<i>JURY SUMMONS FORM</i>	Size 8.5"x14"; #24 White paper Red & black inks; partial vertical and horizontal perfs for badge; 2 sided	60,000
8.	<i>LETTERHEAD PAPER</i>	8.5" X 11", Recyled Bond Paper; one sided flat print, with black flat lettering	20,000

## R) EMERGENCY MANGEMENT

Description		Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	3 ½" x 2", BLUE Raised Lettering, with Gold Ink Seal, Single sided Print, Portrait Layout, 500 per box CMYK	<b>1,000</b> <b>\$39.00 BX</b>

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

Description		Estimated Qty	UNIT PRICE
1.	<i>BUSINESS CARDS</i>	3½"x2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout 80 lb cover	500 bx
2.	<i>DIVIDERS MULTI-COLOR</i>	9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400 sets
3.	<i>ENVELOPES-without window</i>	Size 4¼"x 9½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, without window 24 lb 25 % Cotton	1,000
4.	<i>INVESTIGATIVE FILE JACKET</i>	Page size: 9" x12 7/8 , Canary Yellow Tag Board, Black ink front & back of front cover page only <b>back page blank</b> w/ two hole punch on top (centered) 140 lb(case file covers)	1,000 per order
5.	<i>INVESTIGATIVE FILE JACKET</i>	9"x12 7/8 " Page size, Light Blue Tag Board, Black ink front & back of front cover <b>back page blank</b> w/ two hole punch on top (centered) 140 lb (case file covers)	1,000 per order
6.	<i>LETTERHEAD PAPER</i>	8.5"x11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream 24 lb 25 % Cotton	1000 per order
7.	<i>MAILING LABELS</i>	3"x4" flat print, black ink w/gold ink stamp, 500 per roll	500 per roll <b>\$.33 EA</b>
8.	<i>NAME PLATE</i>	wood base, w/black, brass double mounted, w/2 seals, w/name and title	On as needed basis <b>\$49.00</b>
9.	<i>RECEIPT FOR FORMS</i>	8.5" x11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print	500
10.	<i>VEHICLE IMPOUNDMENT REPORT</i>	8.5" X 11.5" Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, one sided print perforated	500
11.	<i>INVESTIGATIVE FILE JACKET</i>	9"X12 7/8 " Page size, Light Brown Tag Board, Black ink front & back of front cover <b>back page blank</b> w/ two hole punch on top (centered) 140 lb (case file covers)	1,000

## T) HUMAN RESOURCES

Description			Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b>	3½"x2", blue ink raised lettering/gold ink stamp w/blue raised lettering, single sided print-500 per box, landscape layout white linen 80lb	500 per box	
2.	<b>ENVELOPES W/LOGO</b>	Size 4½"x9½", standard envelopes, flat blue, w/gold foil stamp seal 500 per box, plain with no window white linen 24lb	4 boxes of 500 ea box	
3.	<b>LETTERHEAD PAPER</b>	8.5"x11", fine quality bond paper, blue lettering w/gold foil stamp w/blue lettering, w/watermark print, 500 per ream white linen 24 lb	20 reams of 500	

## U) JUVENILE JUSTICE CENTER

Description			Estimated Qty	UNIT PRICE
1.	<b>ENVELOPES-no window</b>	Size 4½" x9½", Standard Envelopes, flat blue lettering, w/gold ink seal w/blue flat lettering seal 500 per box, Plain no window envelope	20 boxes of 500 per order	
2.	<b>LETTERHEAD PAPER</b>	85"x11", #20 Fine quality white bond paper, one side print, flat print blue, gold ink seal w/ blue, flat lettering, 500 per ream 24 lb 25 % cotton	24 reams per order	

## V) PUBLIC DEFENDER'S OFFICE

Description			Estimated Qty	UNIT PRICE
1.	<b>BUSINESS CARDS</b>	Size: 3½"x2", Black ink raised lettering, w/raised gold seal and lettering, Single sided print-500 per box, landscape layout	25 boxes of 500	
2.	<b>ENVELOPES- with window</b>	Size 4 ¼"x9½", Standard Envelopes, flat print blk, foil gold County seal with window envelope Raised Print	8 box of 500	
3.	<b>ENVELOPES- without window</b>	Size 4 ¼" x 9½", white wove, standard envelopes, flat print blk, gold foil county seal without window Raised Print	8 box of 500	
4.	<b>LETTERHEAD PAPER</b>	8.5"x11", #20 Fine quality White Bond Paper-Ivory, one sided print, flat print blk, foil gold County seal Raised Print	3 Reams of 500	

## W) SAFETY DIVISION

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

## X) SHERIFF'S OFFICE

(Jail Dept)

Description			Estimated Qty	UNIT PRICE
1.	<b>BAIL BOND FEE REFUND FORMS</b>	8½"x11" Page Size, Single sided print, black ink print, 3-Part NCR, paper color sequence: white, canary yellow, pink, 2-hole top center punch, with number sequence in the upper right hand corner, top binding snap	300	
2.	<b>INMATE REQUEST FORMS</b>	8½"x11" Page Size, Single sided print, black ink print, 3-Part NCR, All copies white paper, top binding all white snap	30,000 ea	

### (Law Enforcement Dept.)

Description			Estimated Qty	UNIT PRICE
3.	<b>ADMINISTRATIVE ACTION FORM</b>	Size 8½"x5", Single sided print, black ink print, 2-Part NCR, Paper color sequence: White, Canary Yellow, top glue	10,000	
4.	<b>BUSINESS CARDS</b>	3½"x2"; 2 sided front and back-Front side gold sheriff's emblem on the left hand side with black raised letters with room enough for each individual's name centered fax #, phone # and email address Back side all black letters (cream linen)	1 box of 250	\$50.00 BX
5.	<b>BUSINESS CARDS</b>	3½"x2"; 1 sided gold sheriff's emblem on the left hand side with black raised letters with room enough for each individual's name centered fax #, phone # and email address (cream linen)	1 box of 250	
6.	<b>CHECKS Sheriff's Fee Account</b>	check size: 8.25"x3.5"; blue safety; black ink; 3 to sheet with voucher, numbered; 300 qty above 3 on yields 900 checks	300 qty	
7.	<b>CHECKS Sheriff's Trust Fund</b>	check size: 8.25"x3.5"; yellow safety; black ink; 3 to sheet with voucher, numbered; 300 qty above 3 on yields 900 checks	300 qty	
8.	<b>CITATION BOOKS</b>	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	25 per book 250 books	

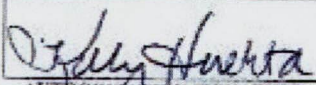
		back, (1 <sup>st</sup> white paper with black and red ink, 2 <sup>nd</sup> yellow paper with black and red ink, 3 <sup>rd</sup> pink paper with black and red ink, and 4 <sup>th</sup> paper blue paper with black and red ink. With Sheriff's logo (Blk) in the middle of each carbonless paper. Wrap around book		
9.	<i>CIVIL and WARRANTS WRIT of POSSESSION NOTICE</i>	8½"x11" Card Stock Single sided print, red ink print, Label stock	1,000	
10.	<i>DEPOSIT SLIP BOOKS Sheriff's Fee Account</i>	2-part carbonless; black ink (white, canary) 50 sets per book; 800 qty above yields- 800 slips, 16 books, 50 sets per book	16 books	
11.	<i>DEPOSIT SLIP BOOKS Sheriff's Trust Account</i>	2-part carbonless; black ink (white, canary) 50 sets per book; 800 qty above yields- 800 slips, 16 books, 50 sets per book	16 books	
12.	<i>DEPUTATION</i>	8.5 x14.; 24# bond, reflex blue and black ink on 2 sides, shrink wrap in 500's 20lb	300	
13.	<i>DIC-24 Statutory Warning</i>	8.5 x11, 15#cb white, 14.5#cf yellow carbonless paper, black ink 1 side, shrink wrap in 250's	100	
14.	<i>DIC-25 Notice Of Suspension</i>	temp. driving permit--8.5x 11, 15#cb white, 14.5#cf yellow, carbonless paper, black ink 2 sides, shrink wrap in 250's 2 part padded	100	
15.	<i>ENVELOPE</i>	5½"x3¼", manila envelope, black ink, front side print	3,000	
16.	<i>ENVELOPE - Latent Print</i>	size:6½"x3½", white envelope, black ink, one front side print	2,000	\$158.40
17.	<i>EVIDENCE CARDS</i>	5"x4¼" Card Stock, White Paper, Single sided print, Black ink <b>67 lb</b>	6,000	
18.	<i>EVIDENCE/INVENTORY CONTROL REPORT</i>	8½"x14"; single sided print, black ink print, 3-part NCR, paper color sequence: white, canary yellow, pink,	1,000	
19.	<i>FIELD INTERVIEW CARDS</i>	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	\$199.95
20.	<i>IMPOUND BOOKS</i>	8"x5" sheet top binding (Perforated) with a manila cover 8", Black Ink, 4 part carbonless sheets 1 <sup>st</sup> is white, 2 <sup>nd</sup> is yellow, 3 <sup>rd</sup> pink, and 4 <sup>th</sup> orange with no printing in the back wrap around book white, yellow, pink, orange	25 per book 100 books	
21.	<i>LATENT FINGERPRINT INDEX CARD</i>	Size 3"x5", White, Black ink print, front side print; <b>back glossy side</b>	5,000	
22.	<i>MAINTENANCE BOOKS</i>	size: 9"x5½", 1 <sup>st</sup> White carbonless paper, 2 <sup>nd</sup> yellow paper, Black ink, front print top binding (Perforated)	25 per bk 250 bks	
23.	<i>MOTOR POOL Service Request</i>	8½" x3¾" Blk lettering	1,000	
24.	<i>MOTOR POOL- Service Request Sticker</i>	4"x2" Blk Lettering roll	1,000	
25.	<i>NAME PLACEMENT CARD</i>	10"x 8"- Beige card stock (FFCC66) Ink color dark brown (possibly 663300 or 330000), Score across center of card	500	
26.	<i>OFFENSE REPORTS Property Reporting</i>	8½"x11" Page Size, White Paper, single sided print, Black ink 20lb	10,000	
27.	<i>OFFENSE REPORTS- NARRATIVE</i>	8½"x11" Page Size, White Paper, Single sided print, black ink print 20lb	40,000	
28.	<i>OFFENSE/INCIDENT REPORTS- Front and Back</i>	8½"x11" Page Size, White Paper, double sided print, Black ink 20 lb	30,000	
29.	<i>OFFICIAL PHOTOGRAPH</i>	3"x2½", White label stock, Black ink, front side print	2,000	
30.	<i>RECEIPT BOOK- Inmate Trust</i>	7.25x11 (4 up manifold Book/Numbered) 3 part carbonless (white, yellow, pink) NOTE 3 <sup>rd</sup> . page without manifold Black 1-side, All parts the same 4 up receipt book, Repeat order sequential number	50 sets per book 200	
31.	<i>RECEIPT BOOK- Official Receipt for Sheriff's fee's</i>	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfining white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	
32.	<i>RECEIPT BOOK- Official Receipt for Sheriff's Trust Funds</i>	17"x8.5" (individual. receipt size 8"x4.25")3 part NCR white, green, canary; blank ink; 4 on a sheet, numbered receipts3pt with perfining white & green copy only, wrap around covers; 5,000, above yields (100 books, 50 sets/200 receipts per books)	100 books	
33.	<i>THE STATE OF TEXAS STATEMENT OF ELECTED/ APPOINTED OFFICER</i>	8.5x11; 20# bond, reflex blue & black ink 1 side, pad in 100's shrink wrap in 500's	300	
34.	<i>TIME EARNED/ABSENCE REQUEST FORM</i>	8½"x11"; Single sided print, black ink print, 3-Part NCR, top binding (Perforated) Paper Color Sequence: Blue, Yellow Pink	5,000	
35.	<i>VICTIM'S BILL OF RIGHTS PAMPHLET</i>	8½"x5¾"-white card Ink color black to be folded(3) tri-fold(score) 110 lb	5,000	

## Y) TAX ASSESSOR COLLECTOR

AUTO LICENSE/TAX OFFICE			Estimated Qty.	UNIT PRICE
1.	BUSINESS CARDS	3 1/2"x2", black ink raised lettering, w/ gold raised stamp w/gold raised lettering, double sided CMYK heavy gloss print- landscape layout	1,000 per order	
2.	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 per order	
3.	ENVELOPES without window	Size: 3 7/8 x 8 7/8" ; #9 return envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window	5,000	
4.	ENVELOPES without window	Size 4 3/8"x9 1/2", #10 standard envelopes, flat black print, w/black flat print seal 500 per box, with no window (tax assessor/collector)	20,000 per order	
5.	ENVELOPES with window	Size 4 3/8"x9 1/2", standard window, 24# ww, diagonal seam, gum seal printed	60,000 per order	
6.	LETTERHEAD PAPER	8.5"x11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream 24 lb 25% cotton	5,000	\$ .06 EA
7.	WATERMARK PAPER	8.5"x11": Bond paper, bond, rely, Rio Grande Valley Watermark	100	\$26.85 RM
AUTOMOBILE DEPT PLUS ALL SUBSTATIONS				
8.	BUSINESS CARDS	3 1/2" x2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print-landscape layout	500 per order	
9.	DEPUTATION CARDS	Size: (3.875" x 2.375") index card-light green paper stock # 110 black ink flat print, rounded corners 67 lbs	250	\$22.70
10.	ENVELOPES without window	Size 6 3/8" x 12 3/8", Standard Brown Envelopes, flat black print, w/ black flat print seal 500 per box, without windows (auto license plate envelope)	7,500	
11.	LETTERHEAD PAPER	8.5"x11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream 25% Cotton	5,000	\$ .06 EA

## Z) TREASURER'S OFFICE

Description			Estimated Qty	UNIT PRICE
1.	BUSINESS CARDS	3 1/2"x2", GREEN ink Raised Lettering, w/ GREEN Seal w/ GREEN lettering, Single sided, landscape layout 80lb cover	500 per box	
2.	ENVELOPES with window	Size 4 3/8"x 9 1/2", Standard Envelopes, flat GREEN lettering, w/GREEN and gold seal w/ GREEN flat lettering seal with window	5,000 per order	
3.	ENVELOPES without window	Size 4 3/8"x 9 1/2", Standard Envelopes, flat GREEN lettering, w/ GREEN and gold seal w/ GREEN flat lettering seal without window	5,000 per order	
4.	LETTERHEAD PAPER	8.5"x11", #20 Fine quality Bond Paper, one sided print, flat GREEN ink print, foil gold seal w/ green flat lettering 500 per ream 24lb 25 % cotton	1 ream of 500	
5.	RECEIPT-county seal	8.5"x 11" with County Seal in black	15,000 per order	
6.	TREASURY MANUAL RECEIPT BOOK	8.5" x11." Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, One sided print-flat print black and red only for, pre-numbered red 2-booklets, 50 sheets per book	2 booklets	
7.	Checks - Blank	14" E-Z Fold blank checks stock with control number (RED) on back. Standard descending order (Large # on top / small # on bottom-check facing up) to include VOID PATOGRAPH warning bank, micro printing #28, laser stock green pantograph.	20,000	
8.	Deposit Ticket	Booked deposit slips, 3 ply NCR (no carbon required) White-Originals, Yellow-Copy, Pink-Copy, MICR encoding all 3 plys. 20-3 ply set per book 34/10"x95/8"	5 BOOKS	
9.	ENVELOPES -with pistol shape window	9"x6" Pistol shape white tinted envelope with special window and pool and seal	5,000	

 AUTHORIZATION SIGNATURE	Kelly Huerta PRINTED NAME	✓ ACCEPT	DECLINED	6-12-18 DATE
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**EXHIBIT "C"**  
**INSURANCE REQUIREMENTS**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/31/2017

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).

<b>PRODUCER</b> InSource Insurance Agency 503 Med Court Ste 100  San Antonio TX 78258	<b>CONTACT NAME:</b> Therese Iglesias <b>PHONE (A/C, No, Ext):</b> (210) 471-0500 <b>E-MAIL ADDRESS:</b> therese@isiagency.com	<b>FAX (A/C, No):</b> (210) 471-0501
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Gateway Printing and Office Supply Inc. 11889 Starcrest Drive  San Antonio TX 78247	<b>INSURER A:</b> United Fire Insurance Group	
	<b>INSURER B:</b> Bridgefield Casualty Insurance	
	<b>INSURER C:</b> Travelers Casualty and Surety Co of	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** CL1773104640 **REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER. <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER			85320748	7/31/2017	7/31/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			85320748	7/31/2017	7/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			85320748	7/31/2017	7/31/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0196-43711	7/31/2017	7/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Employment Practices Liab			106777953	7/31/2017	7/31/2018	Limit of Liability \$1,000,000
C	Fiduciary Liability			106777953	7/31/2017	7/31/2018	Limit of Liability \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Company C - Policy # 106777953 Effective: 7/31/2017 to 7/31/2018  
 Crime Coverage: \$500,000

<b>CERTIFICATE HOLDER</b>  Gateway Printing & Office Supply, Inc. 315 S. Closser Edinburg, TX 78539	<b>CANCELLATION</b>  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  Boyd Reeh/TIGLES
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# **EXHIBIT “D”**

# 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

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

Gateway Printing & Office Supply, Inc.  
 San Antonio, TX United States

Certificate Number:  
 2018-358822

Date Filed:  
 05/24/2018

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

Hidalgo County

Date Acknowledged:  
 06/13/2018

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.

2018-089-05-30-YSI  
 GENERAL PRINTING SERVICES & RELATED SUPPLIES

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Shook, Butch	San Antonio, TX United States	X	

5 Check only if there is NO Interested Party.

### 6 UNSWORN DECLARATION

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

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

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

# 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:  
2018-358822

Date Filed:  
05/24/2018

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.  
Gateway Printing & Office Supply, Inc.  
San Antonio, 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.  
2018-089-05-30-YSI  
GENERAL PRINTING SERVICES & RELATED SUPPLIES

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Shook, Butch	San Antonio, TX United States	X	

5 Check only if there is NO Interested Party.

### 6 UNSWORN DECLARATION

My name is Butch Shook, and my date of birth is 10/18/1969.

My address is 14803 Pulverde Rd, San Antonio, TX, 78247, USA.  
(street) (city) (state) (zip code) (country)

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

Executed in Bexar County, State of Texas, on the 24<sup>th</sup> day of May, 2018.  
(month) (year)

B. Shook  
Signature of authorized agent of contracting business entity  
(Declarant)

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : gateway\* printing\***  
**Record Status: Active**

<b>ENTITY</b>	GATEWAY PRINTING & OFFICE SUPPLY, INC.	Status:Active
DUNS: 022276153	+4:	CAGE Code: 1T1C1 DoDAAC:
Expiration Date: Dec 12, 2018 Has Active Exclusion?: No Debt Subject to Offset?: No		
Address: 4934 GREENWOOD DR		
City: CORPUS CHRISTI		State/Province: TEXAS
ZIP Code: 78416-1343		Country: UNITED STATES