

Solicitation 05249-12

Printing, General Office Forms



Collin County

Bid 05249-12 Printing, General Office Forms

Bid Number	05249-12
Bid Title	Printing, General Office Forms
Bid Start Date	In Held
Bid End Date	Aug 23, 2012 2:00:00 PM CDT
Question & Answer End Date	Aug 21, 2012 5:00:00 PM CDT
Bid Contact	Matt Dobecka CPPB Contract Administrator Collin County Purchasing 972-548-4103 mdobecka@co.collin.tx.us
Contract Duration	1 year
Contract Renewal	4 annual renewals
Prices Good for	90 days
Pre-Bid Conference	Aug 16, 2012 8:30:00 AM CDT Attendance is mandatory Location: Purchasing Conference Room 2300 Bloomdale Road, Suite 3160 McKinney, Texas 75071 Bidder shall choose either August 16 and August 17 to view the samples. Please email mdobecka@co.collin.tx.us to request an appointment between the hours of 8:30 AM and 4:30 PM.
Pre-Bid Conference	Aug 17, 2012 8:30:00 AM CDT Attendance is mandatory Location: Purchasing Conference Room 2300 Bloomdale Road, Suite 3160 McKinney, Texas 75071 Bidder shall choose either August 16 or August 17 to view the samples. Please email mdobecka@co.collin.tx.us to request an appointment between the hours of 8:30 AM and 4:30 PM.
Standard Disclaimer	***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).*** Mailing Address: Collin County Purchasing 2300 Bloomdale Rd., Ste 3160 McKinney, TX 75071 Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations. All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
Bid Comments	These Specifications encompass printing needs such as Case Binders, Carbonless/NCR, Blue Border Forms, Padded Forms, Brochures/Booklets, Receipt Books, Ticket Books, and

Miscellaneous Forms as well as Envelopes and Stationary.

Item Response Form

Item **05249-12--01-01 - Case Binders: Print Tab & One Panel with 1 Brad- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & One Panel with 1 Brad- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Tab and One Panel, various color folders with one color print. Folder with one brad.

Item **05249-12--01-02 - Case Binders: Print Tab & One Panel with 1 Brad- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & One Panel with 1 Brad- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Tab and One Panel, various color folders with one color print. Folder with one brad.

Item **05249-12--01-03 - Case Binders: Print Tab & One Panel with 2 Brads- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & One Panel with 2 Brads- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Tab and One Panel, various color folders with one color print. Folder with 2 Brads.

Item **05249-12--01-04 - Case Binders: Print Tab & One Panel with 2 Brads- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & One Panel with 2 Brads- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Tab and One Panel, various color folders with one color print. Folder with 2 Brads.

Item **05249-12--01-05 - Case Binders: Print Tab & Two Panels with 1 Brad- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & Two Panels with 1 Brad- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Tab and Two Panels, various color folders with one color print. Folder with one brad.

Item **05249-12--01-06 - Case Binders: Print Tab & Two Panels with 1 Brad- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & Two Panels with 1 Brad- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Tab and Two Panels, various color folders with one color print. Folder with one brad.

Item **05249-12--01-07 - Case Binders: Print Tab & Three Panels with 1 Brad- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & Three Panels with 1 Brad- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071

Qty 1

Description

Print Tab and Three Panels, various color folders with one color print. Folder with one brad.

Item **05249-12--01-08 - Case Binders: Print Tab & Three Panels with 1 Brad- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Tab & Three Panels with 1 Brad- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Tab and Three Panels, various color folders with one color print. Folder with one brad.

Item **05249-12--01-09 - Case Binders: Print One Panel only with 2 Brads- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print One Panel only with 2 Brads- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print One Panel only, various color folders with one color print. Folder with two brads.

Item **05249-12--01-10 - Case Binders: Print One Panel only with 2 Brads- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print One Panel only with 2 Brads- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print One Panel only, various color folders with one color print. Folder with two brads.

Item **05249-12--01-11 - Case Binders: Print One Panel only with 1 Brad- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print One Panel only with 1 Brad- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print One Panel only, various color folders with one color print. Folder with one brad.

Item **05249-12--01-12 - Case Binders: Print One Panel only with 1 Brad- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print One Panel only with 1 Brad- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print One Panel only, various color folders with one color print. Folder with one brad.

Item **05249-12--01-13 - Case Binders: No Printing with 1 Brad- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
No Printing with 1 Brad- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

No Printing, various color folders. Folder with one brad.

Item **05249-12--01-14 - Case Binders: No Printing with 1 Brad- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
No Printing with 1 Brad- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071

Qty 1

Description

No Printing, various color folders. Folder with one brad.

Item **05249-12--01-15 - Case Binders: No Printing with 2 Brads- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
No Printing with 2 Brads- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

No printing, various color folders. Folder with two brads.

Item **05249-12--01-16 - Case Binders: No Printing with 2 Brads- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
No Printing with 2 Brads- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

No printing, various color folders. Folder with two brads.

Item **05249-12--01-17 - Case Binders: Print Two Panels with 1 Brad- Letter Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Two Panels with 1 Brad- Letter Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Two Panels with 1 Brad, various color folders with one color print. Folder with 1 Brad.

Item **05249-12--01-18 - Case Binders: Print Two Panels with 1 Brad- Legal Size**
 Lot Description **Folders will be various colors (red, blue, green, manilla, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery: 8 weeks ARO.**

	Quantity-100	Quantity-500	Quantity-1000
Print Two Panels with 1 Brad- Legal Size			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Print Two Panels with 1 Brad, various color folders with one color print. Folder with 1 Brad.

Item **05249-12--02-01 - Specific Case Binders: Judgment NISI Folder (Smead 150C)**

Lot Description **Specific Case Binders**

	Quantity 1000	Quantity 2000	Quantity 5000
Judgment NISI Folder (Smead 150C)			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Judgment NISI Folder (Smead 150C) Legal size, straight cut manilla folder, print two panels black ink.

Item **05249-12--02-02 - Specific Case Binders: Misc/Felony File Folder (Smead 150C)**

Lot Description **Specific Case Binders**

	Quantity 1000	Quantity 2000	Quantity 5000
Misc/Felony File Folder (Smead 150C)			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Miscellaneous/Felony File Folder (Smead 150C), Legal size, straight cut manilla folder, print one side black ink. Brad holes drilled on left end of folder.

Item **05249-12--02-03 - Specific Case Binders: Major Case Book Dividers**

Lot Description **Specific Case Binders**

	Quantity 1000	Quantity 2000	Quantity 5000
Major Case Book Dividers			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Major Case Book Dividers - 25 dividers per set, manilla card stock. Print one side of page only in black ink. Laminated tabs to read 1-25 top to bottom in 25 format. 3 hole punched to fit in 3 ring binder. Delivery: 3 weeks ARO.

Item **05249-12--02-04 - Specific Case Binders: Appeal File Folders (Smead 153C)**

Lot Description **Specific Case Binders**

	Quantity 1000	Quantity 2000	Quantity 5000
Appeal File Folders (Smead 153C)			

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Appeal File Folders (Smead 153C) - Legal size, straight cut manilla folder. Print one side black ink.

Item **05249-12--02-05 - Specific Case Binders: District Clerk Civil Case Binders**

Lot Description **Specific Case Binders**

	Quantity 1000	Quantity 2000	Quantity 5000
District Clerk Civil Case Binders			

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Various Colors (red, blue, green, manilla, goldenrod, gray, etc.) Letter Size. No top tab, side tab only. Fold over flap and reverse brad with reinforced tab and panel. Print 1 side only.

Item **05249-12--02-06 - Specific Case Binders: District Clerk Criminal Case Binders**

Lot Description **Specific Case Binders**

	Quantity 1000	Quantity 2000	Quantity 5000
District Clerk Criminal Case Binders			

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Various Colors (red, blue, green, manilla, goldenrod, gray, etc.) Letter size. No top tab, side tab only. Fold over flap and reverse brad with reinforced tab and panel. Print 3 sides.

Item **05249-12--03-01 - 8 1/2 x 11 Carbonless/NCR Sets: Two part form, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000

Two part form, print one side black ink			
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Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 Two part form, print one side black ink.

Item **05249-12--03-02 - 8 1/2 x 11 Carbonless/NCR Sets: Two part form with shading, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000
Two part form with shading, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 Two part form with shading, print one side black ink.

Item **05249-12--03-03 - 8 1/2 x 11 Carbonless/NCR Sets: Two part form, manilla card stock, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000
Two part form, manilla card stock, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 Two part form, manilla card stock. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--03-04 - 8 1/2 x 11 Carbonless/NCR Sets: Three part form, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000
Three part form, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Three part form, print one side black ink.

Item **05249-12--03-05 - 8 1/2 x 11 Carbonless/NCR Sets: Three part form with shading, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000
Three part form with shading, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Three part form with shading, print one side black ink. Numbering, 5 digits in red. Delivery: 10 days ARO.

Item **05249-12--03-06 - 8 1/2 x 11 Carbonless/NCR Sets: Four part form, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000
Four part form, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Four part form, print one side black ink.

Item **05249-12--03-07 - 8 1/2 x 11 Carbonless/NCR Sets: Four part form with shading, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000
Four part form with shading, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Four part form with shading, print one side black ink.

Item **05249-12--03-08 - 8 1/2 x 11 Carbonless/NCR Sets: Five part form, print one side black ink**

Lot Description **Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).**

	Quantity 100	Quantity 500	Quantity 1000

Five part form, print one side black ink			
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Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Five part form, print one side black ink.

Item **05249-12--04-01 - 8 1/2 x 14 Carbonless/NCR Sets: Two part form, print one side black ink**

	Quantity 100	Quantity 500	Quantity 1000
Two part form, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Two part form, print one side black ink.

Item **05249-12--04-02 - 8 1/2 x 14 Carbonless/NCR Sets: Three part form, print one side black ink**

	Quantity 100	Quantity 500	Quantity 1000
Three part form, print one side black ink			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Three part form, print one side black ink.

Item **05249-12--05-01 - Miscellaneous Carbonless/NCR Forms: Purchasing Return Order Form**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 1000	Quantity 3000	Quantity 5000
Purchasing Return Order Form			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Purchasing Return Order Form - Five part form. 8 1/2 x 11; 3/4" top snap tab. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--05-02 - Miscellaneous Carbonless/NCR Forms: Speedy Trial Waiver**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 1000	Quantity 3000	Quantity 5000
Speedy Trial Waiver			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Speedy Trial Waiver - 8 1/2 x 11, 4 part NCR, print one side black ink. Two holes punched in 8 1/2 side for brads. Delivery: 10 days ARO.

Item **05249-12--05-03 - Miscellaneous Carbonless/NCR Forms: Custody Report**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 1000	Quantity 3000	Quantity 5000
Custody Report			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Custody Report - 8 1/2 x 11, 3 part NCR, 3/4" top snap tab, print two sides black ink with screen, front of pages 1, 2 & 3 - 30% screen. Delivery: 10 days ARO.

Item **05249-12--05-04 - Miscellaneous Carbonless/NCR Forms: Repair Service Report**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 1000	Quantity 3000	Quantity 5000
Repair Service Report			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Repair Service Report - 8 1/2 x 11, 2 part NCR, page 2 white card stock, print one side black ink. Ruled. Delivery: 10 days ARO.

Item **05249-12--05-05 - Miscellaneous Carbonless/NCR Forms: Animal Forms**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 1000	Quantity 3000	Quantity 5000
Animal Forms			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Animal Forms - 5 1/2 x 9, 3 part NCR; white, yellow and manilla card stock. Sequential numbering in red. Print one side black ink. Collin County Logo in black and white.

Item **05249-12--05-06 - Miscellaneous Carbonless/NCR Forms: Animal Forms (Shaded)**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 1000	Quantity 3000	Quantity 5000
Animal Forms (Shaded)			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Animal Forms (Shaded) - 5 1/2 x 9, 3 part NCR; white, manilla card stock. Sequential numbering in red. Print one side black ink. Collin County Logo in black and white. Delivery: 10 days ARO.

Item **05249-12--06-01 - Miscellaneous Carbonless/NCR Forms: Fire Marshal Warning Citation**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Fire Marshal Warning Citation			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Fire Marshal Warning Citation - 8 1/2 x 6 1/4, 3 part NCR, print one side black ink. Numbering, 6 digits in red on page one only. Delivery: 2 weeks ARO.

Item **05249-12--06-02 - Miscellaneous Carbonless/NCR Forms: Notice to Abate Public Nuisance**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Notice to Abate Public Nuisance			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Notice to Abate Public Nuisance - 8 1/2 x 11, 3 part NCR, print one side black ink. Numbering, 6 digits in red on page one only. Shading on all three pages. Delivery: 2 weeks ARO.

Item **05249-12--06-03 - Miscellaneous Carbonless/NCR Forms: Warning Citation**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Warning Citation			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Warning Citation - 8 1/2 x 4 1/4, 3 part NCR, print one side black ink. Numbering, 4 digits in red on page one only. Delivery: 2 weeks ARO.

Item **05249-12--06-04 - Miscellaneous Carbonless/NCR Forms: Prisoner Release**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Prisoner Release			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Prisoner Release - 5 1/2 x 4 1/4, 2 part NCR, print one side black ink. Delivery: 10 days ARO.

Item **05249-12--06-05 - Miscellaneous Carbonless/NCR Forms: Alarm Permit Form**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Alarm Permit Form			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Alarm Permit Forms - 8 x 5, 2 part NCR; white, white card stock, print one side black ink. Collin County Logo in black and white centered on each page. Delivery: 10 days ARO.

Item **05249-12--06-06 - Miscellaneous Carbonless/NCR Forms: Maintenance Material Request**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Maintenance Material Request			

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Maintenance Material Request - 8 1/2 x 11, 3 part NCR, print one side black ink with shading. Numbering, 6 digits in red on page one only. Delivery: 10 days ARO.

Item **05249-12--06-07 - Miscellaneous Carbonless/NCR Forms: Inmate Medical Charge Sheet**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Inmate Medical Charge Sheet			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Inmate Medical Charge Sheet - 8 1/2 x 11, 3 part NCR with bar code and gray shading all three copies. Numbering 5 digits in red. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--06-08 - Miscellaneous Carbonless/NCR Forms: Maintenance Work Request**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Maintenance Work Request			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Maintenance Work Request - 8 1/2 x 11, 3 part NCR, gray shading on all 3 pages. Numbering, 6 digits in red ink. print one side black ink. Delivery: 10 days ARO.

Item **05249-12--06-09 - Miscellaneous Carbonless/NCR Forms: Accounts Payable Request**

Lot Description **Miscellaneous Carbonless/NCR Forms**

	Quantity 100	Quantity 250	Quantity 500
Accounts Payable Request			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Accounts Payable Request - 3 part NCR Form (green, goldenrod, blue). 8 1/2 x 5 1/2. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--07-01 - Reflex Blue Border Forms: 8 1/2 x 7 Reflex Blue Border**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 7 Reflex Blue Border			

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

8 1/2 x 7 Reflex Blue Border - 25% Rag Paper, 20 pound. Printing two sides black ink. Blue border printed on one side only.

Item **05249-12--07-02 - Reflex Blue Border Forms: 8 1/2 x 11 Reflex Blue Border - Print one side**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 11 Reflex Blue Border - Print one side			

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Reflex Blue Border - 25% Rag Paper, 20 pound. Printing one side black ink. Reflex Blue Border printed on one side only. Delivery: 10 days ARO.

Item **05249-12--07-03 - Reflex Blue Border Forms: 8 1/2 x 11 Reflex Blue Border - Print two sides**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 11 Reflex Blue Border - Print two sides			

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Reflex Blue Border - 25% Rag Paper, 20 pound. Print two sides black ink. Reflex Blue Border printed on one side only. Delivery: 10 days ARO.

Item **05249-12--07-04 - Reflex Blue Border Forms: 8 1/2 x 14 Reflex Blue Border - Print one side**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 14 Reflex Blue Border - Print one side			

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location

2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 14 Reflex Blue Border - 25% Rag Paper, 20 pound. Print one side black ink. Reflex Blue Border printed on one side only. Delivery: 10 days ARO.

Item **05249-12--07-05 - Reflex Blue Border Forms: 8 1/2 x 14 Reflex Blue Border - Print two sides**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 14 Reflex Blue Border - Print two sides			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 14 Reflex Blue Border - 25% Rag Paper, 20 pound. Print two sides black ink. Reflex Blue Border printed on one side only. Delivery: 10 days ARO.

Item **05249-12--07-06 - Reflex Blue Border Forms: 8 1/2 x 11 Reflex Blue Border (State of Texas Seal)**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 11 Reflex Blue Border (State of Texas Seal)			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11, Reflex Blue Border (State of Texas Seal) - 25% Rag Paper, 20 pound, with State of Texas Seal and Collin County screened in center of paper; no imprint. Delivery: 2 weeks ARO.

Item **05249-12--07-07 - Reflex Blue Border Forms: 8 1/2 x 11 Reflex Blue Border (State of Texas Seal) Black Imprint**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 11 Reflex Blue Border (State of Texas Seal) Black Imprint			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Reflex Blue Border (State of Texas Seal) - 25% rag paper, 20 pound, with State of Texas Seal and Collin County

screened in center of paper. Black Imprint. Reflex Blue Border printed on one side only. Delivery: 2 weeks ARO.

Item **05249-12--07-08 - Reflex Blue Border Forms: 8 1/2 x 14 Reflex Blue Border (Collin County Logo)**

Lot Description **Reflex Blue Border Forms**

	Quantity 100	Quantity 500	Quantity 1000
8 1/2 x 14 Reflex Blue Border (Collin County Logo)			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 14 Reflex Blue Border with 3 color Collin County Logo. Print two sides black ink. Reflex Blue Border printed on one side only. Delivery: 2 weeks ARO.

Item **05249-12--08-01 - Padded Forms: Print One Side**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
Print One Side						

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Various Color Paper (white, blue, canary etc.); 20 pound, print one side black ink. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-02 - Padded Forms: Print One Side. Ruled.**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
Print One Side. Ruled.						

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Various Color Paper (white, blue, canary, etc.); 20 pound, print one side black ink. Ruled. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-03 - Padded Forms: Print One Side, Gray Shading**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads

Print One Side, Gray Shading						
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Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Various Color Paper (white, blue, canary, etc.); 20 pound, print one side black ink. Gray shading. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-04 - Padded Forms: Print Two Sides. Ruled**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
Print Two Sides. Ruled						

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Various Color Paper (white, blue, canary, etc.); 20 pound, print two sides black ink. Ruled. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-05 - Padded Forms: Print One Side, Gray Shading, Ruled**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
Print One Side, Gray Shading, Ruled						

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11 Various Color Paper (white, blue, canary etc.); 20 pound, print one side black ink. Gray shading. Ruled. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-06 - Padded Forms: Print Two Sides**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
Print Two Sides						

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

8 1/2 x 11, Various Color Paper (white, blue canary, etc.); 20 pound, print two sides black ink. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-07 - Padded Forms: 8-1/2 x 3-1/2, Print One Side**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
8-1/2 x 3-1/2, Print One Side						

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

8 1/2 x 3 1/2, print one side black ink. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-08 - Padded Forms: 8-1/2 x 5-1/2, Print One Side**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
8-1/2 x 5-1/2, Print One Side						

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

8 1/2 x 5 1/2, print one side black ink. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-09 - Padded Forms: 8-1/2 x 5-1/2, Print Two Sides**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
8-1/2 x 5-1/2, Print Two Sides						

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

8 1/2 x 5 1/2, print two sides black ink. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-10 - Padded Forms: 4x3, Adhesive, Print One Side**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
4x3, Adhesive, Print One Side						

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

4 x 3, Adhesive, print one side black ink. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-11 - Padded Forms: 4-1/4 x 5-1/2 Prescription Pads**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
4-1/4 x 5-1/2 Prescription Pads						

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

4 1/4 x 5 1/2 Prescription Pads, print one side black ink. 50 Sheets per Pad. Delivery: 10 days ARO.

Item **05249-12--08-12 - Padded Forms: Juvenile Arrest Report**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
Juvenile Arrest Report						

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Juvenile Arrest Report - 8 1/2 x 11, 20 pound, print one side black ink. 50 sheets per pad. Delivery: 10 days ARO.

Item **05249-12--08-13 - Padded Forms: 4-1/4 x 5-1/2 Purchasing Time Stamp Pads**

Lot Description **Padded Forms**

	1-25 Pads	26-50 Pads	51-75 Pads	76-100 Pads	101-125 Pads	126-150 Pads
4-1/4 x 5-1/2 Purchasing Time Stamp Pads						

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

4-1/4 x 5-1/2 Purchasing Time Stamp Pads, print one side black ink. Collin County Logo in black print. 50 sheets per pad. Delivery: 10 days ARO.

Item **05249-12--09-01 - Newsletters/Brochures/Booklets (100-500): 3x5 Alarm Permit Forms**
 Lot Description **Newsletters/Brochures/Booklets (100-500)**

	Quantity 100	Quantity 250	Quantity 500
3x5 Alarm Permit Forms			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

3 x 5 Alarm Permit Forms, 2 part NCR, white, white card stock; print one side black ink with Collin County Logo in black print. Booklet with left binding and left perforation; manilla card stock cover.

Item **05249-12--09-02 - Newsletters/Brochures/Booklets (100-500): Consumer Newsletter**
 Lot Description **Newsletters/Brochures/Booklets (100-500)**

	Quantity 100	Quantity 250	Quantity 500
Consumer Newsletter			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

11 x 17 bi-folded to 8 1/2 x 5 1/2 brochure with Permit Number; print two sides black ink. Paper color will vary. Delivery: 10 days ARO.

Item **05249-12--09-03 - Newsletters/Brochures/Booklets (100-500): Personal History Statement**
 Lot Description **Newsletters/Brochures/Booklets (100-500)**

	Quantity 100	Quantity 250	Quantity 500
Personal History Statement			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Personal History Statement - 17 x 11, approximately 8 pages, folded and center stapled to 8 1/2 x 11. Print two sides brown ink (PMS 876) with Sheriff's Star.

Item **05249-12--09-04 - Newsletters/Brochures/Booklets (100-500): General Information Handbook**
 Lot Description **Newsletters/Brochures/Booklets (100-500)**

	Quantity 100	Quantity 250	Quantity 500
General Information Handbook			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

General Information Handbook - One half printed in English and One half printed in Spanish in order to read appropriate language from either direction by turning booklet over. Approximately 10 pages, 11 x 8 1/2, center folded and stapled to 8 1/2 x 5 1/2, 20 pound. Print two sides black ink. Cover is white card stock (non-textured) with color photo 4/0 on both sides.

Item **05249-12--10-01 - Newsletters/Brochures/Booklets (1000+): Juror's Handbook**
 Lot Description **Newsletters/Brochures/Booklets (1000+)**

	Quantity 1000	Quantity 5000	Quantity 10000
Juror's Handbook			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Juror's Handbook - 11 x 14, quad folded to 8 1/2 x 3 1/2, 20 pound, buff. Print two sides burgundy ink (PMS 201); State of Texas Seal. Delivery: 2 weeks ARO.

Item **05249-12--10-02 - Newsletters/Brochures/Booklets (1000+): Brochure**
 Lot Description **Newsletters/Brochures/Booklets (1000+)**

	Quantity 1000	Quantity 5000	Quantity 10000
Brochure			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Brochure - 8 1/2 x 11, tri-folded to 8 1/2 x 3 3/4. Color Photos; full color print two sides. Delivery: 4 weeks ARO.

Item **05249-12--10-03 - Newsletters/Brochures/Booklets (1000+): Personnel Manual with Binder**
 Lot Description **Newsletters/Brochures/Booklets (1000+)**

	Quantity 1000	Quantity 5000	Quantity 10000
Personnel Manual with Binder			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Personnel Manual with Binder - 8 1/2 x 11, 80 pound, approximately 40 sheets. Print two sides full color. 5 tabbed printed

sections to be collated within documents. Cover: 9 1/2 x 11, full color. Spine: 11/16 x 11, full color. Three holes drilled to fit standard three ring binder. NOTE: INCLUDES GRAPHICS DESIGN, PRINTING OF TABS, SPINE, FRONT COVER AND INSIDE DOCUMENTS. "TURN KEY" COMPLETION which includes manual being inserted into 1" Binder. Delivery: 3 weeks ARO.

Item **05249-12--10-04 - Newsletters/Brochures/Booklets (1000+): Personnel Manual no Binder**

Lot Description **Newsletters/Brochures/Booklets (1000+)**

	Quantity 1000	Quantity 5000	Quantity 10000
Personnel Manual no Binder			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Personnel Manual no Binder - 8 1/2 x 11, 80 pound, approximately 40 sheets. Print two sides full color. 5 tabbed printed sections to be collated within documents. Cover: 9 1/2 x 11, full color. Spine: 11/16 x 11, full color. Three holes drilled to fit standard three ring binder. NOTE: INCLUDES GRAPHICS DESIGN, PRINTING OF TABS, SPINE, FRONT COVER AND INSIDE DOCUMENTS.

Item **05249-12--11-01 - Receipt Books: Receipt Books**

Lot Description **Receipt Books**

	1-100 Books	101-500 Books
Receipt Books		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Receipt Books - 11 1/4 x 11 2/3, 3 part NCR, three receipts per page, 50 sets per book. One vertical perforation, two horizontal perforations, manilla card stock cover. Left side tear out. Numbering, 6 digit, red ink. Delivery: 6 weeks ARO.

Item **05249-12--12-01 - Receipts: Official Receipt**

Lot Description **Receipts**

	Quantity 20000	Quantity 30000
Official Receipt		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Official Receipt - 8 x 8 1/2, pin fed, clean perforation. 3 part NCR, print one side black ink. Numbering 7 digits, red ink. Delivery: 10 days ARO.

Item **05249-12--13-01 - Ticket Books: Constable Vehicle Impound and Inventory**

Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Constable Vehicle Impound and Inventory		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Constable Vehicle Impound and Inventory - 6 1/4 x 5 1/4, 4 part NCR (white, canary, pink, manilla tag back). Print one side black ink. Numbering, 6 digits in red on page one only. Left perforation, book of 25 forms. Delivery: 3 weeks ARO.

Item **05249-12--13-02 - Ticket Books: Traffic Citation**Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Traffic Citation		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Traffic Citation - 9 1/4 x 4 3/4, 4 part NCR (white, canary, pink and goldenrod). Print one side black ink. Page 4 printed two sides. Numbering, 4 digits in red ink. Left perforation, 25 sets per book. Delivery: 3 weeks ARO.

Item **05249-12--13-03 - Ticket Books: Lack of Responsibility Citation**Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Lack of Responsibility Citation		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Lack of Responsibility Citation - 6 1/2 x 5, 3 part NCR (white, canary and pink). Print one side black ink. Numbering, 4 digits in red, on page one only. Left perforation, 25 sets per book. Delivery: 10 days ARO.

Item **05249-12--13-04 - Ticket Books: Environmental Health Citation**Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Environmental Health Citation		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160
McKinney TX 75071
Qty 1

Description

Environmental Health Citation - 4 1/2 x 6 3/8, 3 part NCR (white, canary and pink). Print one side black ink. Numbering, 5 digits in red, on page one only. Top perforation on white and canary. Pink is not perforated. 25 sets per book. Delivery: 2 weeks ARO.

Item **05249-12--13-05 - Ticket Books: Environmental Health Warning**

Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Environmental Health Warning		

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Environmental Health Warning - 4 3/4 x 6 1/8, 3 part NCR (white, canary and pink). Print one side black ink. 25 sets per book. Delivery: 2 weeks ARO.

Item **05249-12--13-06 - Ticket Books: Sheriff's Office Ticket Book**

Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Sheriff's Office Ticket Book		

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Sheriff's Office Ticket Book - 8 x 4, 4 part NCR (white, canary, pink, manilla tag back. Numbering, 5 digits in red on page one only. Page 2 & 3 print both sides black. Left perforation. 25 sets per book. Delivery: 6 weeks ARO.

Item **05249-12--13-07 - Ticket Books: Constable 1 Ticket Book**

Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Constable 1 Ticket Book		

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Constable 1 Ticket Book - 8 x 4, 4 part NCR (white, canary, pink, manilla. Numbering, 6 digits in black on page one only. Page 1-4 with shading, and Page 4 print both sides black. Left perforation. 25 sets per book. Delivery: 6 weeks ARO.

Item **05249-12--13-08 - Ticket Books: Constable 3 Ticket Book**Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Constable 3 Ticket Book		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Constable 3 Ticket Book - 8 x 4, 4 part NCR (white, canary, pink, manilla tag back. Numbering, 5 digits in black on page one only. Page 2 print both sides black. Top perforation. 25 sets per book. Delivery: 6 weeks ARO.

Item **05249-12--13-09 - Ticket Books: License and Weights**Lot Description **Ticket Books**

	1-50 Books	51-100 Books
License and Weights		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

License and Weights - 9 1/4 x 5 3/4, 4 part NCR. Letter C and 5 digits in black ink on page one only with no space between letter and numbers. Print one side black ink on page one and four. Print two sides black ink on page two and three. Top tear out tab. 25 sets per book. Delivery: 6 weeks ARO.

Item **05249-12--13-10 - Ticket Books: Sheriff's Vehicle Impound and Inventory**Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Sheriff's Vehicle Impound and Inventory		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Sheriff's Vehicle Impound and Inventory - 7 1/2 x 5 1/2, 4 part NCR (white, canary, pink, manilla tag back). Print one side black ink. Numbering, 5 digits in red on page one only. Left perforation. 25 sets per book. Delivery: 10 days ARO.

Item **05249-12--13-11 - Ticket Books: Sheriff's Office Warning**Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Sheriff's Office Warning		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Sheriff's Office Warning - 6 1/8 x 4 1/2, 3 part white, canary, manilla card stock. Print one side black ink. Left perforation, 25 sets per book. Delivery: 10 days ARO.

Item **05249-12--13-12 - Ticket Books: Animal Services Warning**

Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Animal Services Warning		

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Animal Services Warning, 6 1/8 x 4 3/4, 3 part white, yellow, pink. Print one side black ink with animal services logo. 5/8 top perforation, 25 sets per book. Delivery: 10 days ARO.

Item **05249-12--13-13 - Ticket Books: Animal Services Citation**

Lot Description **Ticket Books**

	1-50 Books	51-100 Books
Animal Services Citation		

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Animal Services Citation, 6 3/8 x 4 3/4, 3 part white, yellow, pink. Print one side black and 5 digits in red on page one only. 5/8 top perforation, 25 sets per book. Delivery: 10 days ARO.

Item **05249-12--14-01 - Cards/Tags/Stickers (100-1000): 5 x 8 Card**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
5 x 8 Card			

Delivery Location **Collin County**

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

5 x 8 Card - White card stock, print one side black ink. Delivery: 10 days ARO.

Item **05249-12--14-02 - Cards/Tags/Stickers (100-1000): Inspection Tags**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Inspection Tags			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Inspection Tags (Passed and Failed) - 6 1/4 x 3 1/8 card stock with reinforced eyelet and wire tie. Print one side black ink. Forms will be ordered in green or red. Delivery: 10 days ARO.

Item **05249-12--14-03 - Cards/Tags/Stickers (100-1000): Crack & Peel Sticker**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Crack & Peel Sticker			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Crack & Peel Sticker - 5 1/2 x 4 1/4, with adhesive backing. Paper color will vary, print one side black ink. Delivery: 2 weeks ARO.

Item **05249-12--14-04 - Cards/Tags/Stickers (100-1000): Identification Tags**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Identification Tags			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Identification Tags - 5 3/4 x 2 7/8, 17 pound, 13 pt., manilla tag with metal eyelet and string. Print one side black ink. Delivery: 2 weeks ARO.

Item **05249-12--14-05 - Cards/Tags/Stickers (100-1000): Palmprint Card**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Palmprint Card			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Palmpoint Card - 8 x 8 white index card stock. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--14-06 - Cards/Tags/Stickers (100-1000): Evidence Tag**
 Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Evidence Tag			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Evidence Tag - 5 1/4 x 2 5/8 with metal eyelet and string, manilla card stock. Print one side black ink. Delivery: 2 weeks ARO.

Item **05249-12--14-07 - Cards/Tags/Stickers (100-1000): Single Use Meal Ticket with Stub**
 Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Single Use Meal Ticket with Stub			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Single Use Meal Ticket with Stub - 6 1/4 x 6, various color card stock with perforations. 3 cards per sheet, print one side black ink. Numbering, 6 digits in red. Staple 3 places down left side. NO PIN FED. 50 sheets of 3 cards. Delivery: 10 days ARO.

Item **05249-12--14-08 - Cards/Tags/Stickers (100-1000): \$10 Meal Ticket with Stub**
 Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
\$10 Meal Ticket with Stub			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

\$10 Meal Ticket with Stub - 6 1/4 x 6, various color card stock with perforations. 3 cards per sheet. Print one side black ink. Numbering, 6 digits in red. Staple 3 places down left side. NO PIN FED. 50 sheets of 3 cards. Delivery: 10 days ARO.

Item **05249-12--14-09 - Cards/Tags/Stickers (100-1000): Visitor Badge (Various)**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Visitor Badge (Various)			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Visitor Badge (Various) - 2 1/2 x 3 3/4 card stock, Collin County Logo in 3 colors. Thermographic. Print one side. Delivery: 10 days ARO.

Item **05249-12--14-10 - Cards/Tags/Stickers (100-1000): Detention Center Visitor Badge**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Detention Center Visitor Badge			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Detention Center Visitor Badge - 2 1/2 x 3 3/4 white card stock on bottom with various colors on top. Print one color on one side with luggage tag format. Delivery: 10 days ARO.

Item **05249-12--14-11 - Cards/Tags/Stickers (100-1000): Attorney Check-Out Card**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Attorney Check-Out Card			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Attorney Check-Out Card - 3 x 5 white card stock. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--14-12 - Cards/Tags/Stickers (100-1000): Stolen Entry Forms**

Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Stolen Entry Forms			

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Stolen Entry Forms - 3 1/2 x 7 1/2, color card stock. Print one side black ink. Delivery: 2 weeks ARO.

Item **05249-12--14-13 - Cards/Tags/Stickers (100-1000): Unidentified/Missing Person Forms**Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Unidentified/Missing Person Forms			

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Unidentified/Missing Person Forms - 3 1/2 x 7 1/2, various color card stock. Print two sides black ink. Delivery: 2 weeks ARO.

Item **05249-12--14-14 - Cards/Tags/Stickers (100-1000): Miscellaneous Post Card, 1 Side Black Ink**Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Miscellaneous Post Card, 1 Side Black Ink			

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Miscellaneous Post Card, 1 Side Black Ink - 6 x 4 index card stock. Print one side black ink. Cards are various colors. Delivery: 10 days ARO.

Item **05249-12--14-15 - Cards/Tags/Stickers (100-1000): Miscellaneous Post Card, 2 Sides Black Ink**Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Miscellaneous Post Card, 2 Sides Black Ink			

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Miscellaneous Post Card, 2 Sides Black Ink - 6 x 4 index card stock. Print two sides black ink. Cards are various colors. Delivery: 10 days ARO.

Item **05249-12--14-16 - Cards/Tags/Stickers (100-1000): Miscellaneous Post Card, 1 Side Black**

& 1 Side ColorLot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Miscellaneous Post Card, 1 Side Black & 1 Side Color			

Delivery Location

Collin County

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Miscellaneous Post Card, 1 Side Black & 1 Side Color - 6 x 4 index card stock. Print one side black ink and one side color. Cards are various colors. Delivery: 10 days ARO.

Item **05249-12--14-17 - Cards/Tags/Stickers (100-1000): Applicant Finger Print Card**Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Applicant Finger Print Card			

Delivery Location

Collin County

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Applicant Finger Print Card - 8 x 8 white index card stock. Print 2 sides blue ink. Delivery: 10 days ARO.

Item **05249-12--14-18 - Cards/Tags/Stickers (100-1000): Finger Print Card**Lot Description **Cards/Tags/Stickers (100-1000)**

	Quantity 100	Quantity 500	Quantity 1000
Finger Print Card			

Delivery Location

Collin County

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Finger Print Card - 8 x 8 white index card stock. Print one side red ink. Delivery: 10 days ARO.

Item **05249-12--15-01 - Cards/Tags/Stickers (1000+): Shot Card**Lot Description **Cards/Tags/Stickers (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000
Shot Card				

Delivery Location

Collin County

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160

McKinney TX 75071

Qty 1

Description

Shot Card - 7 1/2 x 3 3/8, index card stock. Print two sides black ink. Delivery: 10 days ARO.

Item **05249-12--15-02 - Cards/Tags/Stickers (1000+): Opinion Card**Lot Description **Cards/Tags/Stickers (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000
Opinion Card				

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Opinion Card - 6 x 4, index card stock. Print two sides. Side one printed in blue ink with Collin County Logo in 3 colors. Side two printed in blue ink. Delivery: 10 days ARO.

Item **05249-12--15-03 - Cards/Tags/Stickers (1000+): Applicant Reply Card**Lot Description **Cards/Tags/Stickers (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000
Applicant Reply Card				

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Applicant Reply Card - 6 x 4, index card stock. Print two sides. Side one, two color with Collin County Logo in 3 colors. Side two, two colors with Collin County Logo in 3 colors. Delivery: 10 days ARO.

Item **05249-12--15-04 - Cards/Tags/Stickers (1000+): Travel Medicine Card**Lot Description **Cards/Tags/Stickers (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000
Travel Medicine Card				

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Travel Medicine Card - 5 1/2 x 4 1/4, 80 pound, Gloss Cover stock; four color over one. Collin County Logo in 3 colors. Print two sides black ink. Delivery: 10 days ARO.

Item **05249-12--15-05 - Cards/Tags/Stickers (1000+): Animal Services Door Knocker**Lot Description **Cards/Tags/Stickers (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000
Animal Services Door Knocker				

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Animal Services Door Knocker - 4 1/2 x 11, 2 part NCR with backing manilla index card stock. Collin County Logo in black print. Print one side black ink. Punch out die hole. Delivery: 2 weeks ARO.

Item **05249-12--15-06 - Cards/Tags/Stickers (1000+): Collin County Logo Labels**
 Lot Description **Cards/Tags/Stickers (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000
Collin County Logo Labels				

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Collin County Logo Labels - 2 15/16 x 4 1/4, Printing & Screen Printing, Adhesive Back. Collin County Logo in 3 colors. Black imprinting. 8 Laser Labels per Page.

Item **05249-12--16-01 - Miscellaneous Forms (100-500): Probate Docket**
 Lot Description **Miscellaneous Forms (100-500)**

	Quantity 100	Quantity 250	Quantity 500
Probate Docket			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Probate Docket - 9 x 14, stock ledger, ruled in red. Print two sides black and red. Two holes punched on 9" side. Delivery: 3 weeks ARO.

Item **05249-12--16-02 - Miscellaneous Forms (100-500): Wine/Beer Permit/License Docket**
 Lot Description **Miscellaneous Forms (100-500)**

	Quantity 100	Quantity 250	Quantity 500
Wine/Beer Permit/License Docket			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071

Qty 1

Description

Wine/Beer Permit/License Docket - 13 3/4 x 8 1/2, docket sheet. Print two sides black ink. Two holes drilled on 8 1/2" side.
Delivery: 10 days ARO.

Item **05249-12--16-03 - Miscellaneous Forms (100-500): Application for Writ of Habeas Corpus**
Lot Description **Miscellaneous Forms (100-500)**

	Quantity 100	Quantity 250	Quantity 500
Application for Writ of Habeas Corpus			

Delivery Location **Collin County**
Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Application for Writ of Habeas Corpus - 8 1/2 x 14, 20 pound white. Print two sides black ink. Delivery: 10 days ARO.

Item **05249-12--16-04 - Miscellaneous Forms (100-500): Nonresident Notice of Failure to Comply**

Lot Description **Miscellaneous Forms (100-500)**

	Quantity 100	Quantity 250	Quantity 500
Nonresident Notice of Failure to Comply			

Delivery Location **Collin County**
Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Nonresident Notice of Failure to Comply - 7 3/4 x 4 1/4, non standard 6 part carbon form (white, pink, green, blue, yellow and white). 3/4" snap out top tab. State of Texas seal. Print one side black ink. Red notational markings on all 6 copies. Delivery: 10 days ARO.

Item **05249-12--16-05 - Miscellaneous Forms (100-500): Family Violence Assault Supplement**

Lot Description **Miscellaneous Forms (100-500)**

	Quantity 100	Quantity 250	Quantity 500
Family Violence Assault Supplement			

Delivery Location **Collin County**
Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

9 part form with 9/16 perforation at top on white 20# paper.

Item **05249-12--17-01 - Miscellaneous Forms (1000+): Marriage License**

Lot Description **Miscellaneous Forms (1000+)**

Quantity **1 each**
 Unit Price
 Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Marriage License - 8 1/2 x 14, 75% Rag Linen with Gold Seal. Black Border on one side only. Print two sides black ink.
 Delivery: 6 weeks ARO.

Item **05249-12--17-02 - Miscellaneous Forms (1000+): Certified Copy of Marriage License**
 Lot Description **Miscellaneous Forms (1000+)**
 Quantity **1 each**
 Unit Price
 Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Certified Copy of Marriage License - 8 1/2 x 14, 75% Rag Linen. Black Border on one side only. Print one sides black ink.
 Delivery: 6 weeks ARO.

Item **05249-12--17-03 - Miscellaneous Forms (1000+): Jail Incident Report**
 Lot Description **Miscellaneous Forms (1000+)**
 Quantity **1 each**
 Unit Price
 Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Jail Incident Report - Page 1 is 8 1/2 x 11 with 3/4" top snap tab. Page 2 is 8 1/2 x 4 3/4 with carbon. Print one side black ink.
 Delivery: 10 days ARO.

Item **05249-12--17-04 - Miscellaneous Forms (1000+): Sheriff's Incident Report**
 Lot Description **Miscellaneous Forms (1000+)**
 Quantity **1 each**
 Unit Price
 Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Sheriff's Incident Report - 11 x 17, 20 pound. Center folded to 8 1/2 x 11. Print two sides black ink with shading. Delivery: 10 days ARO.

Item **05249-12--18-01 - Vital Records (100-500): Certification 3 1/2 x 9**

Lot Description **Vital Records (100-500)**

	Quantity 100	Quantity 500
Certification 3 1/2 x 9		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Certification of Vital Records: 3 1/2 x 9 - Pin fed, perforated. Printed in blue ink. Wallet size card (2 5/8 x 4) with perforation around card. Shaded 3 color Collin County Logo on wallet card on pink and blue shaded paper. Numbering, 5 digits in red. Delivery: 10 days ARO.

Item **05249-12--18-02 - Vital Records (100-500): Certification 8 1/2 x 14**

Lot Description **Vital Records (100-500)**

	Quantity 100	Quantity 500
Certification 8 1/2 x 14		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Certification of Vital Records: 8 1/2 x 14 - 40# 25% Rag, shaded 3 color Collin County Logo in center of pink and blue shaded paper. Numbering, 5 digits in red. Delivery: 10 days ARO.

Item **05249-12--19-01 - Vital Records (1000+): Vital Records 9 1/2 x 7**

Lot Description **Vital Records (1000+)**

	Quantity 1000	Quantity 3000	Quantity 5000
Vital Records 9 1/2 x 7			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Certification of Vital Records: 9 1/2 x 7 - Pin fed, perforated. Shaded 3 color Collin County Logo in center of pink and blue shaded paper. Numbering, 5 digits in red. Delivery: 10 days ARO.

Item **05249-12--20-01 - Vital Records (5000+): Certification of Vital Records - 8 1/2 x 11**

Lot Description **Vital Records (5000+)**

	Quantity 5000	Quantity 7500	Quantity 10000
Certification of Vital Records - 8 1/2 x 11			

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Certification of Vital Records - 8 1/2 x 11, 40 pound, 25% Rag. Shaded 3 color Collin County Logo in center of pink and blue shaded paper. Numbering, 6 digits in red. Delivery: 10 days ARO.

Item **05249-12--21-01 - Envelopes/Stationary/Miscellaneous (100-500): Personal Effects Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Personal Effects Envelope		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Personal Effects Envelope - 6 x 9, 28# Brown Kraft Clasp, gummed envelope. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--21-02 - Envelopes/Stationary/Miscellaneous (100-500): Evidence Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Evidence Envelope		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Evidence Envelope - 6 x 3 3/8, manilla clasp, gummed envelope. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--21-03 - Envelopes/Stationary/Miscellaneous (100-500): First Class Logo Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
First Class Logo Envelope		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071

Qty 1

Description

First Class Logo Envelope 0 9 x 12, first class survivor with Collin County Logo in black ink and imprinting. Self Adhesive.

Item **05249-12--21-04 - Envelopes/Stationary/Miscellaneous (100-500): Manilla Envelope**Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Manilla Envelope		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Manilla Envelope - #11, print one side black ink. Delivery: 10 days ARO.

Item **05249-12--21-05 - Envelopes/Stationary/Miscellaneous (100-500): Deposition Envelope**Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Deposition Envelope		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Deposition Envelope - #12, print two sides black ink. Delivery: 10 days ARO.

Item **05249-12--21-06 - Envelopes/Stationary/Miscellaneous (100-500): Logo Notes (Color)**Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Logo Notes (Color)		

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

Logo Notes (3 Color) - 4 1/4 x 5 1/2, panelled fold over card. Collin County Logo (3 colors) with envelope. No Imprinting. Delivery: 2 weeks ARO.

Item **05249-12--21-07 - Envelopes/Stationary/Miscellaneous (100-500): Logo Notes (Black)**Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Logo Notes (Black)		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Logo Notes (Black) - 4 1/4 x 5 1/2, panelled fold over card. Collin County logo (Black) with envelope. No Imprinting. Delivery: 2 weeks ARO.

Item **05249-12--21-08 - Envelopes/Stationary/Miscellaneous (100-500): Certified Mailer Forms (Small Quantity)**

Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Certified Mailer Forms (Small Quantity)		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Certified Mailer Forms (Small Quantity)- Walz Form 35662, pin fed, imprinted with return address. Delivery: 2 weeks ARO.

Item **05249-12--21-09 - Envelopes/Stationary/Miscellaneous (100-500): Logo Notes (State of Texas Seal)**

Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Logo Notes (State of Texas Seal)		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Logo Notes (State of Texas Seal) - 4 1/4 x 5 1/2, paneled fold over card. Baronial Ivory (or approved equal) or White with Black State of Texas Seal with envelope. No imprinting. Delivery: 2 weeks ARO.

Item **05249-12--21-10 - Envelopes/Stationary/Miscellaneous (100-500): Logo Notes Envelopes (Black or Color) Imprinting**

Lot Description **Envelopes/Stationary/Miscellaneous (100-500)**

	Quantity 100	Quantity 500
Logo Notes Envelopes (Black or Color) Imprinting		

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Logo Notes Envelopes (Black or Color) Imprinting of Return Address. Delivery: 2 weeks ARO.

Item **05249-12--22-01 - Envelopes/Stationary/Miscellaneous (1000+): #8 5/8 Left Window (Black Imprint 1 side)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#8 5/8 Left Window (Black Imprint 1 side)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#8 5/8, Left Window (Black Imprint 1 side) - Delivery: 2 weeks ARO.

Item **05249-12--22-02 - Envelopes/Stationary/Miscellaneous (1000+): #9 Envelope (Center Line)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#9 Envelope (Center Line)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#9 Envelope (Center Line) - Print two sides black ink. One color line across center of envelope. Conversion required. Delivery: 2 weeks ARO.

Item **05249-12--22-03 - Envelopes/Stationary/Miscellaneous (1000+): #9 Envelope, Left Window (Center Line)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#9 Envelope, Left Window (Center Line)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#9 Envelope, Left Window (Center Line)- Print two sides black ink. One color line across center of envelope. Conversion

required. Delivery: 2 weeks ARO.

Item **05249-12--22-04 - Envelopes/Stationary/Miscellaneous (1000+): #10 Plain Envelope (Black Imprint 1 side)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Plain Envelope (Black Imprint 1 side)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#10 Plain Envelope (Black Imprint 1 side) - Delivery: 10 days ARO.

Item **05249-12--22-05 - Envelopes/Stationary/Miscellaneous (1000+): #10 Envelope (Center Line)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Envelope (Center Line)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#10 Envelope (Center Line) - Print two sides black ink. One color line across center of envelope. Conversion required. Delivery: 2 weeks ARO.

Item **05249-12--22-06 - Envelopes/Stationary/Miscellaneous (1000+): #10 Envelope, Left Window (Black Imprint 1 side)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Envelope, Left Window (Black Imprint 1 side)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#10 Envelope, Left Window (Black Imprint 1 side) - Delivery: 10 days ARO.

Item **05249-12--22-07 - Envelopes/Stationary/Miscellaneous (1000+): #10 Envelope, Left Window (Center Line)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Envelope, Left Window (Center Line)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#10 Envelope, Left Window (Center Line)- Print two sides black ink. One color line across center of envelope. Conversion required. Delivery: 2 weeks ARO.

Item **05249-12--22-08 - Envelopes/Stationary/Miscellaneous (1000+): #10 Left Window (Black Imprint 2 sides)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Left Window (Black Imprint 2 sides)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#10, Left Window (Black Imprint 2 sides) - Delivery: 10 days ARO.

Item **05249-12--22-09 - Envelopes/Stationary/Miscellaneous (1000+): #10 Right Window (Black Imprint 1 side)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Right Window (Black Imprint 1 side)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

#10, Right Window (Black Imprint 1 side) - Delivery: 10 days ARO.

Item **05249-12--22-10 - Envelopes/Stationary/Miscellaneous (1000+): #10 Left Window, One**

Color Collin County Logo

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Left Window, One Color Collin County Logo							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 #10, Left Window, Collin County Logo in black. Black imprint. Delivery: 10 days ARO.

Item **05249-12--22-11 - Envelopes/Stationary/Miscellaneous (1000+): #10 Left Window, Three Color Collin County Logo**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#10 Left Window, Three Color Collin County Logo							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 #10 Left Window, 3 Color Collin County Logo. Delivery: 10 days ARO.

Item **05249-12--22-12 - Envelopes/Stationary/Miscellaneous (1000+): #11 Plain Envelope (Black Imprint 1 side)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
#11 Plain Envelope (Black Imprint 1 side)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 #11, Plain Envelope (Black Imprint 1 side) - Delivery: 2 weeks ARO.

Item **05249-12--22-13 - Envelopes/Stationary/Miscellaneous (1000+): Envelope with Logo, Shell only**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Envelope with Logo, Shell only							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Envelope with Logo, Shell only - 4 5/32 x 9 1/2, Certificate Bond, 25% Rag with Collin County Logo in 3 colors. Delivery: 4 weeks ARO.

Item **05249-12--22-14 - Envelopes/Stationary/Miscellaneous (1000+): Shell Stock Envelope Imprinting**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Shell Stock Envelope Imprinting							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Shell Stock Envelope Imprinting - One color black ink. Delivery: 10 days ARO.

Item **05249-12--22-15 - Envelopes/Stationary/Miscellaneous (1000+): Exhibit Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Exhibit Envelope							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Exhibit Envelope - 10 x 15, Manilla envelope, clasp and gummed. Print one side black ink. Delivery: 10 days ARO.

Item **05249-12--22-16 - Envelopes/Stationary/Miscellaneous (1000+): Jury Clerk Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Jury Clerk							

Envelope							
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Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Jury Clerk Envelope - #10 standard envelope with 3 color Collin County Logo. Two color print. Delivery: 2 weeks ARO.

Item **05249-12--22-17 - Envelopes/Stationary/Miscellaneous (1000+): Jury Questionnaire/Summons Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Jury Questionnaire/Summons Envelope							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Jury Questionnaire/Summons Envelope - #10 standard enlarged left window, 3 color Collin County Logo with permit information. Delivery: 2 weeks ARO.

Item **05249-12--22-18 - Envelopes/Stationary/Miscellaneous (1000+): Jury Return Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Jury Return Envelope							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Jury Return Envelope - #9 Envelope, return address, return postage with permit information. Delivery: 2 weeks ARO.

Item **05249-12--22-19 - Envelopes/Stationary/Miscellaneous (1000+): License Plate Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
License Plate Envelope							

Delivery Location **Collin County**
Collin County- See P.O.

See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

License Plate Envelope - 13 x 6 1/2, Manilla gummed. Collin County Logo in black ink. Print one side black ink. Delivery: 2 weeks ARO.

Item **05249-12--22-20 - Envelopes/Stationary/Miscellaneous (1000+): License Plate Envelope- With Left Window**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
License Plate Envelope- With Left Window							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

License Plate Envelope - 12 9/16 x 6 1/2, Manilla front flap and gummed in six places, window left side. Collin County Logo in black ink. Print one side black ink. Delivery: 2 weeks ARO.

Item **05249-12--22-21 - Envelopes/Stationary/Miscellaneous (1000+): Security Envelope (1 Left Window)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Security Envelope (1 Left Window)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Security Envelope (1 Window on Left) - #10 with imprinting. Delivery: 2 weeks ARO.

Item **05249-12--22-22 - Envelopes/Stationary/Miscellaneous (1000+): Security Envelope (2 Right Window)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Security Envelope (2 Right Window)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location

2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Security Envelope (2 windows on Right) - #10 with reverse flap. Delivery: 2 weeks ARO.

Item **05249-12--22-23 - Envelopes/Stationary/Miscellaneous (1000+): Security Envelope (2 Left Windows)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Security Envelope (2 Left Windows)							

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

Security Envelope (2 Windows on Left) - #10 with Reverse Flap. No imprinting. Delivery: 2 weeks ARO.

Item **05249-12--22-24 - Envelopes/Stationary/Miscellaneous (1000+): State of Texas Gold Seal Envelope (No Imprint)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
State of Texas Gold Seal Envelope (No Imprint)							

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

State of Texas Gold Seal Envelope (No Imprint) - #10 Baronial Ivory (or approved equal) with Gold State of Texas Seal. No imprinting. Delivery: 2 weeks ARO.

Item **05249-12--22-25 - Envelopes/Stationary/Miscellaneous (1000+): State of Texas Gold Seal Envelope (Black Imprint)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
State of Texas Gold Seal Envelope (Black Imprint)							

Delivery Location **Collin County**

Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160

McKinney TX 75071

Qty 1

Description

State of Texas Gold Seal Envelope (Black Imprint) - #10, Baronial Ivory (or approved equal) with Gold State of Texas Seal (PMS 874 Gold Metallic) and black imprinting. Delivery: 2 weeks ARO.

Item **05249-12--22-26 - Envelopes/Stationary/Miscellaneous (1000+): Stationary with Collin County Logo (Shell Only)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Stationary with Collin County Logo (Shell Only)							

Delivery Location **Collin County**

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Stationary with Collin County Logo in 3 colors. (Shell Only) - 8 1/2 x 11, Certificate Bond, 25% Rag. Delivery: 4 weeks ARO.

Item **05249-12--22-27 - Envelopes/Stationary/Miscellaneous (1000+): Stationary Imprinting**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Stationary Imprinting							

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Stationary Imprinting - One color, black, on item CC5 for various County Departments. Delivery: 10 days ARO.

Item **05249-12--22-28 - Envelopes/Stationary/Miscellaneous (1000+): Stationary with Screened Collin County Logo (Shell Only)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
Stationary with Screened Collin County Logo (Shell Only)							

Delivery Location

Collin County

Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

Stationary with Screened Collin County Logo in 3 colors. (Shell Only) - 8 1/2 x 11, Certificate Bond, 25% Rag. Delivery: 4 weeks ARO.

Item **05249-12--22-29 - Envelopes/Stationary/Miscellaneous (1000+): State of Texas Stationary (No Imprint)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
State of Texas Stationary (No Imprint)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

State of Texas Stationary (No Imprint) - 8 1/2 x 11, Baronial Ivory (or approved equal) with Gold Seal (PMS 874 Gold Metallic) and no imprint. 25% Rag. Delivery: 2 weeks ARO.

Item **05249-12--22-30 - Envelopes/Stationary/Miscellaneous (1000+): State of Texas Stationary (Black Imprint)**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
State of Texas Stationary (Black Imprint)							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

State of Texas Stationary (Black Imprint) - 8 1/2 x 11, Baronial Ivory (or approved equal) with Gold Seal (PMS 874 Gold Metallic) and Black Imprint. 25% Rag. Delivery: 2 weeks ARO.

Item **05249-12--22-31 - Envelopes/Stationary/Miscellaneous (1000+): 6 1/2 x 9 1/2 White Open End Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
6 1/2 x 9 1/2 White Open End Envelope							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

6 1/2 x 9 1/2 White Open End Envelope - Gum Seal. Print one side black ink.

Item **05249-12--22-32 - Envelopes/Stationary/Miscellaneous (1000+): 9 x 12 White Open End Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
9 x 12 White Open End Envelope							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

9 x 12 White Open End Envelope - Gum Seal. Print one side black ink.

Item **05249-12--22-33 - Envelopes/Stationary/Miscellaneous (1000+): 10 x 15 White Tyvek Open End Envelope**

Lot Description **Envelopes/Stationary/Miscellaneous (1000+)**

	Quantity 1000	Quantity 2000	Quantity 3000	Quantity 5000	Quantity 10000	Quantity 25000	Quantity 50000
10 x 15 White Tyvek Open End Envelope							

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

10 x 15 White Tyvek Open End Envelope - Adhesive Seal. Printing & Screen Printing. Print one side black ink.

Item **05249-12--23-01 - Child Support Fund Checks: Child Support Fund Checks**

Lot Description **Child Support Fund Checks**

	Quantity 100	Quantity 500	Quantity 750	Quantity 1000
Child Support Fund Checks				

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description

Child Support Fund Checks - 8 1/2 x 7, pin fed, perforated. 3 part NCR, white bond with blue print. Numbering, 6 digits in red ink. Blue notational markings on copy 2 & 3.

Item **05249-12--24-01 - Quick Copying: 8 1/2 x 11, One Sided**

Lot Description **Quick Copying**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
8 1/2 x 11, One Sided				

Delivery Location

Collin CountyCollin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

8 1/2 x 11, One Sided

Item **05249-12--24-02 - Quick Copying: 8 1/2 x 11, Double Sided**Lot Description **Quick Copying**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
8 1/2 x 11, Double Sided				

Delivery Location

Collin CountyCollin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

8 1/2 x 11, Double Sided

Item **05249-12--24-03 - Quick Copying: 8 1/2 x 14, One Sided**Lot Description **Quick Copying**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
8 1/2 x 14, One Sided				

Delivery Location

Collin CountyCollin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

8 1/2 x 14, One Sided

Item **05249-12--24-04 - Quick Copying: 8 1/2 x 14, Double Sided**Lot Description **Quick Copying**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
8 1/2 x 14, Double Sided				

Delivery Location

Collin CountyCollin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1

Description

8 1/2 x 14, Double Sided

Item **05249-12--24-05 - Quick Copying: 11 x 17, One Sided**Lot Description **Quick Copying**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
11 x 17, One Sided				

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

11 x 17, One Sided

Item **05249-12--24-06 - Quick Copying: 11 x 17, Double Sided**Lot Description **Quick Copying**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
11 x 17, Double Sided				

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

11 x 17, Double Sided

Item **05249-12--25-01 - Color Copying: 8 1/2 x 11, One Sided**

Lot Description

Color Copying - Quality shall be a mid-to-high-end xerographic reproduction. Original documents may consist of both single and double sided copy and/or line art. Paper sizes and color will vary from job to job. All paper shall be 20# Bond. Delivery: 1 week ARO.

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
8 1/2 x 11, One Sided				

Delivery Location **Collin County**Collin County- See P.O.

See P.O. for Delivery Location

2300 Bloomdale Rd.

Ste. 3160

McKinney TX 75071

Qty 1**Description**

8 1/2 x 11, One Sided

Item **05249-12--25-02 - Color Copying: 8 1/2 x 11, Double Sided**

Lot Description

Color Copying - Quality shall be a mid-to-high-end xerographic reproduction. Original documents may consist of both single and double sided copy and/or line art. Paper sizes and color will vary from job to job. All paper shall be 20# Bond. Delivery: 1 week ARO.

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500

8 1/2 x 11, Double Sided				
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Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 8 1/2 x 11, Double Sided

Item **05249-12--25-03 - Color Copying: 8 1/2 x 14, One Sided**
 Lot Description **Color Copying - Quality shall be a mid-to-high-end xerographic reproduction. Original documents may consist of both single and double sided copy and/or line art. Paper sizes and color will vary from job to job. All paper shall be 20# Bond. Delivery: 1 week ARO.**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
8 1/2 x 14, One Sided				

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 8 1/2 x 14, One Sided

Item **05249-12--25-04 - Color Copying: 8 1/2 x 14, Double Sided**
 Lot Description **Color Copying - Quality shall be a mid-to-high-end xerographic reproduction. Original documents may consist of both single and double sided copy and/or line art. Paper sizes and color will vary from job to job. All paper shall be 20# Bond. Delivery: 1 week ARO.**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
8 1/2 x 14, Double Sided				

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 8 1/2 x 14, Double Sided

Item **05249-12--25-05 - Color Copying: 11 x 17, One Sided**
 Lot Description **Color Copying - Quality shall be a mid-to-high-end xerographic reproduction. Original documents may consist of both single and double sided copy and/or line art. Paper sizes and color will vary from job to job. All paper shall be 20# Bond. Delivery: 1 week ARO.**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
11 x 17, One Sided				

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.

Ste. 3160
 McKinney TX 75071
Qty 1

Description
 11 x 17, One Sided

Item **05249-12--25-06 - Color Copying: 11 x 17, Double Sided**
 Lot Description **Color Copying - Quality shall be a mid-to-high-end xerographic reproduction. Original documents may consist of both single and double sided copy and/or line art. Paper sizes and color will vary from job to job. All paper shall be 20# Bond. Delivery: 1 week ARO.**

	Quantity 100	Quantity 500	Quantity 1000	Quantity 2500
11 x 17, Double Sided				

Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
Qty 1

Description
 11 x 17, Double Sided



COLLIN COUNTY, TEXAS TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at www.bidsync.com, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:

2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.17.1 Collin County Purchase Order Number;

2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.19 All warranties shall be stated as required in the Uniform Commercial Code.

2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.

2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$500,000 per-occurrence and \$1,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$500,000 per occurrence. Coverage must be written on an occurrence form.

3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Department of Insurance, Division of Workers Compensation; (Note: If you have questions concerning these requirements, you are instructed to contact the DWC at (512)440-3789).

3.1.2.1 Definitions: Certificate of coverage ("certificate"); A copy of a certificate of authority of self-insure issued by the commission, or a coverage agreement (DWC-81, DWC-82, DWC-83, OR DWC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in 406.096) includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

3.1.2.2 The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

3.1.2.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

3.1.2.4 If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

3.1.2.5 The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

3.1.2.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

3.1.2.5.2 no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

3.1.2.6 The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

3.1.2.7 The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

3.1.2.8 The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

3.1.2.9 The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

3.1.2.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

3.1.2.9.2 provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

3.1.2.9.3 provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.4 obtain from each other person with whom it contracts, and provide to the contractor:

3.1.2.9.4.1 a certificate of coverage, prior to the other person beginning work on the project; and

3.1.2.9.4.2 a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

3.1.2.9.6 notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

3.1.2.9.7 contractually require each person with whom it contracts, to perform as required by paragraphs 3.1.2.1 through 3.1.2.7, with the certificates of coverage to be provided to the person for whom they are providing services.

3.1.2.10 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

3.1.2.11 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

3.1.4 Professional Liability Insurance at minimum limits of \$1,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.4 All insurance shall be purchased from an insurance company that meets the following requirements:

3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 SPECIAL CONDITIONS AND SPECIFICATIONS

4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas, sealed bids will be received for Printing, General Office Forms.

4.2 Term: Successful vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Collin County Purchasing and continues through and including September 30, 2013. At Collin County's option and approval by the vendor, the contract may be renewed for four (4) additional one (1) year periods, as further explained in Renewal Options.

4.2.1 Renewal Options: Collin County reserves the right to exercise an option to renew the contract of the vendor for four (4) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds, and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as a change order to this contract and such change order shall be executed by both parties. The awarded vendor, for good cause, upon ninety (90) days prior written notice, may cancel the contract. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.

4.3 Pre-Bid Conference: A **MANDATORY** pre-bid conference will be held Thursday, August 16, 2012 and Friday August 17, 2012 from 8:30 AM to 4:30 PM at the Collin County Purchasing Department, 2300 Bloomdale Road, Suite 3160, McKinney, TX, 75071. All prospective bidders are required to have a representative present on either one of those days. Please send an email to mdobecka@co.collin.tx.us to schedule a sample review time. It is the bidder's responsibility to review the samples to gain a full understanding of the requirements of the bid.

4.3.1 Sample Review: This printing bid includes various items and forms. Bidder shall assume sole responsibility for viewing these samples in order to submit a bid consistent with the requirements of the County. Failure to do will result in rejection of bid. When a discrepancy occurs between specifications and sample, the sample shall prevail.

4.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved.

4.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

4.6 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary date of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates; Federal/State minimum wage law; Federal/State unemployment taxes; F.I.C.A; Insurance Coverage Rates; etc. **The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid.** Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.7 Delivery/Completion/Response Time: Vendor shall place product(s) and/or completed services at the County's designated location as specified, in each section/item of Bid Forms. Bidder shall state, in the spaces provided on the bid form, the delivery time if different than the time stated on each item/section. When items require typesetting Collin County will allow an additional five (5) working days for delivery, vendor shall notify the County should the additional time be required. When a proof is requested by Purchasing, Collin County will allow an additional three (3) working days for delivery of order upon final approval of the proof by the user department and Purchasing.

4.8 Pick-up and Delivery Requirements: Successful bidder(s) shall pick-up orders if requested and shall deliver all completed work to the addresses listed on the County Purchase Order. Inside delivery locations will be stated on each Collin County Purchase Order. Inside delivery shall be included in the bid price. **No additional delivery fees will be paid by Collin County.**

4.9 Pricing: All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. No additional set-up fees, change fees, typesetting fees, or delivery fees will be paid by Collin County.

4.10 Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional cost.

4.11 Ownership: Artwork, Negatives, Masters, Preparatory Materials, Metal Plates etc. shall become the property of Collin County. The vendor shall be required to maintain an organized library by bid item number of the items awarded to their company. Items shall be forwarded; as directed by Collin County upon the termination of the current contract period. If available, items from previous jobs printed will be made available for transfer to new vendor.

4.12 Shell Items: Items which are bid as shell only will be purchased as needed as stock items to be stored by the vendor. A separate order will be issued for imprinting as needed for the various using departments. The vendor shall be able, at any time, to provide Collin County with an inventory usage report by item.

4.13 Awarding of Like Items: All Stationary Items and All Envelopes shall be awarded to the same Vendor.

4.14 Style: Style of print for typesetting of updated items shall match the existing print of the form being updated, unless otherwise instructed on the Collin County Purchase Order. Samples which are typewritten or handwritten in entirety must be typeset in Helvetica type.

4.15 Logo: Any reference to Collin County 3 color Logo shall be in accordance with Logo Use Policy and Guidelines. (Attachment A) When Logo is printed in black ink it will be so indicated on line item. The Collin County Logo is in electronic format which will be provided to awarded vendor(s).

4.16 **Charges to develop/construct new plate(s) and to re-make plate(s) shall be included in the price bid for each section/item. Vendor(s) shall not produce plates without authorization from Collin County Purchasing Department. Collin County requires vendor(s) to make every effort to utilize existing plates before requesting authorization to re-make any plates.**

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

4.18 Packaging: Packaging of forms shall be boxed in quantities standard to the industry to accommodate ease in storage and usage. All packages shall be marked with form number and Collin County purchase order number on outside. All delivery/packing slips must be marked with ordering entities purchase order number on outside.

4.19 Proof: When requested, proofs shall be supplied prior to printing at no additional cost to the County. The proof(s) shall be mailed, e-mailed or faxed to the Purchasing Department. The proof shall then be dated, signed by using department and returned to vendor prior to printing.

4.20 Padding: For items which are shown in description as “padded”, the quantity shall be bid as the number of pads (not the number of individual sheets/forms, etc.)

4.21 Book/Booklets: For items which are shown in description as “book and booklet” the quantity shall be bid as the number of book/booklets (not number of individual sheets, etc.)

4.22 Representative: Due to complexity and detail required for many of the printing items, a representative shall be available, as requested by Collin County to visit on site to meet with the Purchasing Department and using department.

4.23 Over runs: Collin 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.

4.24 Document Vault: Collin County would like to be able to electronically submit samples to a secure document vault and store them for future purchases by the Purchasing department, or through proper security and access, the requesting department. If bidder has such capabilities please provide literature describing how your system functions and costs, if any, associated with setting up the service.

4.25 Vital Statistics Forms: Bidders(s) shall ensure that printing of Vital Forms will be in compliance with the instructions and requirements contained in Texas Administrative Code, Title 25, Part 1, Chapter 181, Subchapter B, Rule 181.28. (Attachment B).

4.26 Basis of Award: The bid award shall be based on, but not limited to, **price, bidder's past performance record, qualifications, experience and in-house capabilities.** The County reserves the right to award based on line items, section, or in whole, whichever is the County's best interest as determined by the County.

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.

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

- Sole Proprietorship Yes No
- General Partnership Yes No
- Limited Partnership Yes No
- Corporation Yes No
- Other Yes No

List Legal Names in Company:

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>

COURT ORDER NO. 2004-167 -03-11

THE STATE OF TEXAS

POLICY
ADOPT COUNTY
LOGO POLICY
PUBLIC INFORMATION

COUNTY OF COLLIN

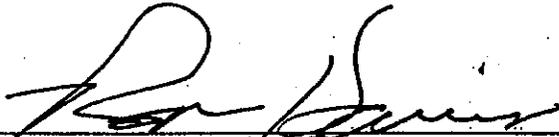
On March 11, 2004, the Commissioners Court of Collin County, Texas, met in regular session with the following members present and participating, to wit:

Ron Harris
Phyllis Cole
Jerry Hoagland
Joe Jaynes
Jack Hatchell

County Judge, Presiding
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4

During such session the court considered a request for approval to adopt the County Logo Policy.

Thereupon, a motion was made, seconded and carried with a majority vote of the court for approval to adopt the County Logo Policy. Same is hereby approved in accordance with the attached documentation.



Ron Harris, County Judge



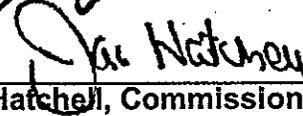
Phyllis Cole, Commissioner, Pct. 1



Jerry Hoagland, Commissioner, Pct. 2



Joe Jaynes, Commissioner, Pct. 3

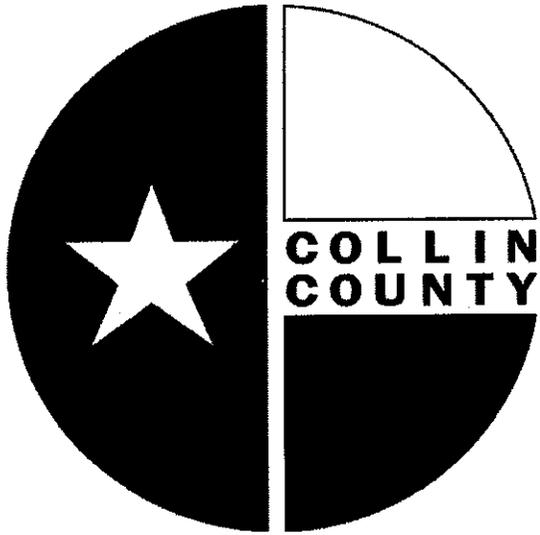


Jack Hatchell, Commissioner, Pct. 4

RECEIVED
CLERK'S OFFICE
04 MAR 23 PM 1:23

ATTEST:

Brenda Taylor, Ex-Officio Clerk
Commissioners' Court
Collin County, TEXAS



Collin County
Logo Use Policy and Guidelines

Collin County Logo Use Policy

The Collin County logo was created in the late 1970's by an architectural firm. It was first used when the McDonald Street courthouse was constructed, and county leaders have maintained its use for the past 28 years. Therefore, residents of Collin County and North Texas are familiar with the logo and what it represents. In February 2004, an application was filed for trademark protection of the logo. In an effort to utilize the logo responsibly and in an effort to brand Collin County, the following policy has been developed:

1. County employees may use the Collin County logo for internal correspondence.
2. County employees may use the Collin County logo when representing the County in an official capacity. Approved uses include, but are not limited to, PowerPoint presentations, road and building signs, flags, letterhead, envelopes, faxes, brochures, pamphlets and email.
3. All external use of the County logo is limited to non-commercial organizations. **Use of the logo for commercial gain is prohibited.**
4. Any additional use of the logo must be approved by the County Administrator, Public Information Officer or a Commissioners Court designee.
5. In an effort to maintain consistency, county employees are to only use the following logo:



6. Black and white usage of the logo is permitted. However, any duplication of the logo must be an exact generation of the one shown.
7. Employees are to use the attached "Logo Placement" guidelines when incorporating the county logo into printed material.

Collin County Logo Guidelines

Employees working for the Commissioners Court are to use the attached letterhead, envelope and fax templates when utilizing the Collin County logo.

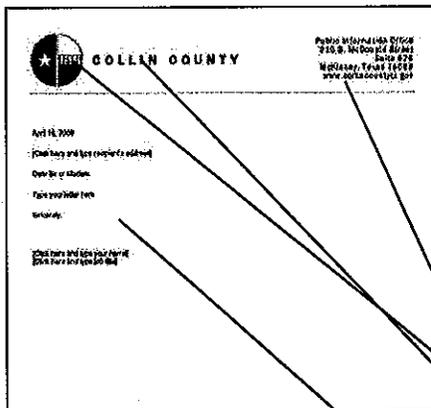
Departments are to work with the Purchasing Department in coordinating the transition of previously utilized Collin County logos with the revised logo.

The revised logo will only be used once in-stock supplies are depleted and once vendor contracts utilizing previous Collin County logos have expired.

The Collin County logo's colors are:

Blue
PMS Reflex Blue

Red
PMS 186



The logo fonts are:

Collin County – Franklin Gothic Demi, Bold

Collin County Letterhead – Franklin Gothic Demi, Bold

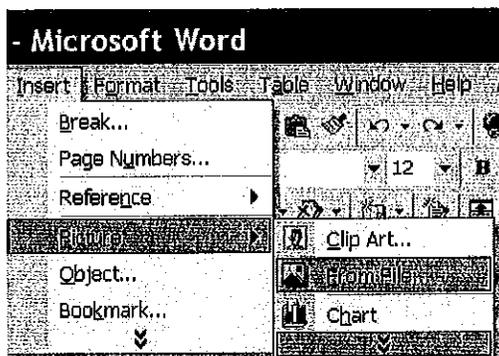
Letterhead Text – Franklin Gothic Book

Basic Text of Letters/Faxes – Arial, Size 10

Logo Placement

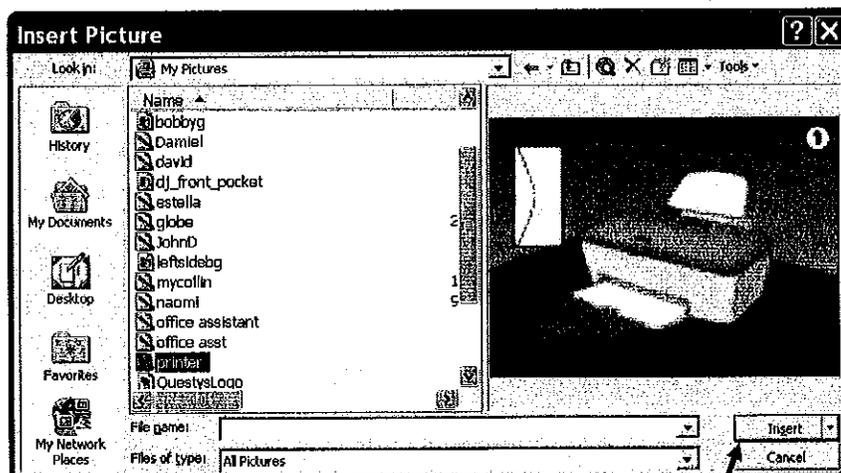
To properly present a logo, a minimum clearance between the logo and other elements must be maintained. For example, the amount of clear or "empty" space that surrounds the logo should be at least equal to $\frac{1}{4}$ the height of the logo (including the wording).

The logo must stand alone and may not be combined with any other object, including, but not limited to, other logos, words, graphics, photos, slogans, numbers, design features, or symbols.



To Import the graphic (logo) from file using Word:

1. Click the mouse at the point where you want to insert the graphic.
2. From the Insert menu, choose Picture, From File.
3. In the File name box, type or select the name of the file you want. If you do not see the file you want to import, select a different drive or directory.

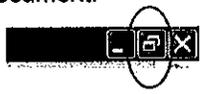


4. Click the Open button. Select it and choose "Insert".

Tip: You can create a link to the graphics file and tell Word to automatically update the graphic in your document each time the source file changes. In the Insert Picture dialog box (Insert menu, from File submenu), click the picture, click the arrow to the right of the Insert button, and then click Link to File.

DRAG 'N DROP

If you have placed the logo on your desktop, you can drag and drop the logo to your document whenever you need it.

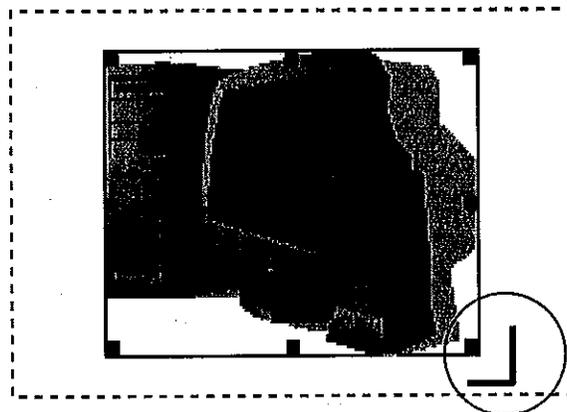
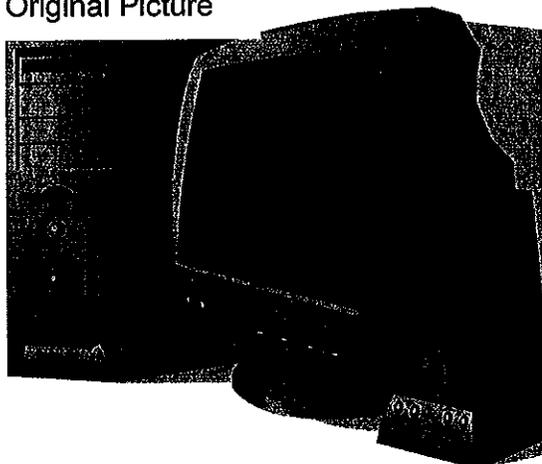
1. Open the document.
2. If your document window is *maximized*, then *Restore down* the window by clicking on this button.  If it is not *maximized* and you cannot see the desktop, resize the window by dragging one of the corners toward the center until you can see where you have placed the logo on the desktop.
3. Click on the logo on your desktop and holding the left mouse button, drag it to the document that you have opened and release the left mouse button when you have it in the correct position in the document.

To add white space around a graphic:

1. Select the graphic which you want to add white space.
2. Hold down **CTRL**, click on the **Crop** option in the Picture Toolbar and drag the sizing handle away from the graphic. This will add white space equally on both (or all four) sides.



Original Picture



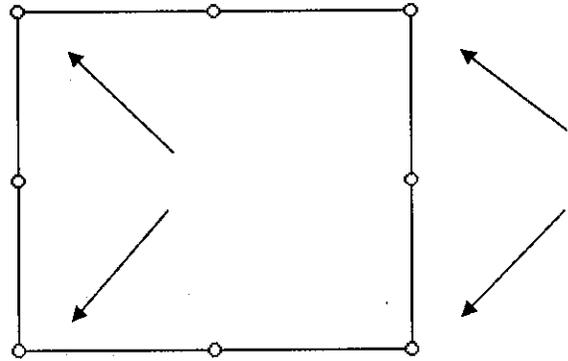
Picture with crop tool shown, adding white space around it.

TO MAKE THE LOGO SMALLER

Only resize the logo if the original is too large. Trying to make the logo larger will distort the image.

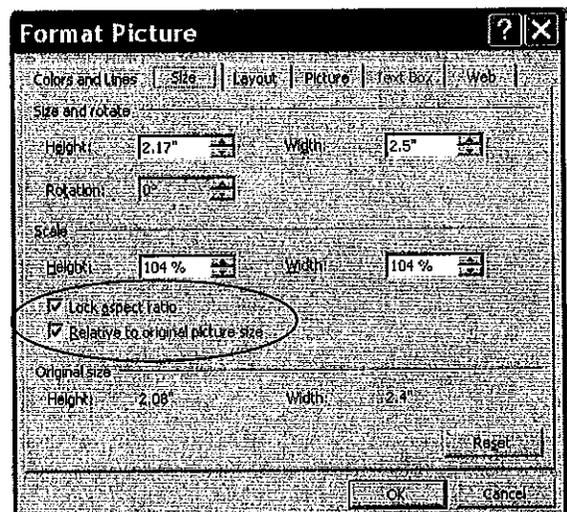
1. Choose a logo that is **LARGER** than what you will need. (If the logo size is correct, there is no need to resize it.)
2. Place the logo in your document.
3. Click the logo and select one of the **corner anchors**. Hold down the left mouse button and a double-headed arrow should appear (\longleftrightarrow). Hold down the **CTRL**

button and move the arrow towards the middle of the logo to make the logo smaller.



Another method for making the Logo smaller ...

1. Double-click the logo – a popup window should show the Format Picture options.
2. Click on the **Size** tab.
3. Change the Height or Width to give exact measurements or under Scale, adjust the percentages to reflect the size you need.



Make sure that the 'Lock aspect ratio' and 'Relative to original picture size' boxes are checked so that the logo is resized proportionate to the original.

Templates



COLLIN COUNTY

Public Information Office
210 S. McDonald Street
Suite 626
McKinney, Texas 75069
www.collincountytx.gov

May 9, 2005

[Click [here](#) and type recipient's address]

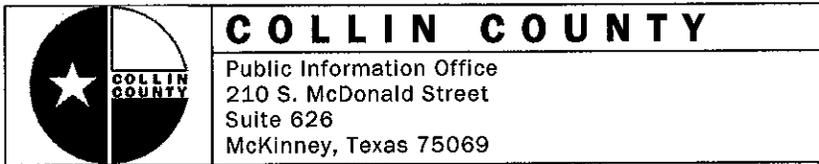
Dear Sir or Madam:

Type your letter here.

Sincerely,

[Click [here](#) and type your name]

[Click [here](#) and type job title]



**Someone Important
1234 Main Street
Anywhere, Texas 76543**



COLLIN COUNTY

Public Information Office
210 S. McDonald Street
Suite 626
McKinney, Texas 75069
www.collincountytx.gov

Facsimile Transmittal

To: [Click here and type name] **From:** [Click here and type name]

Fax: [Click here and type fax number] **Pages:** [Click here and type # of pages]

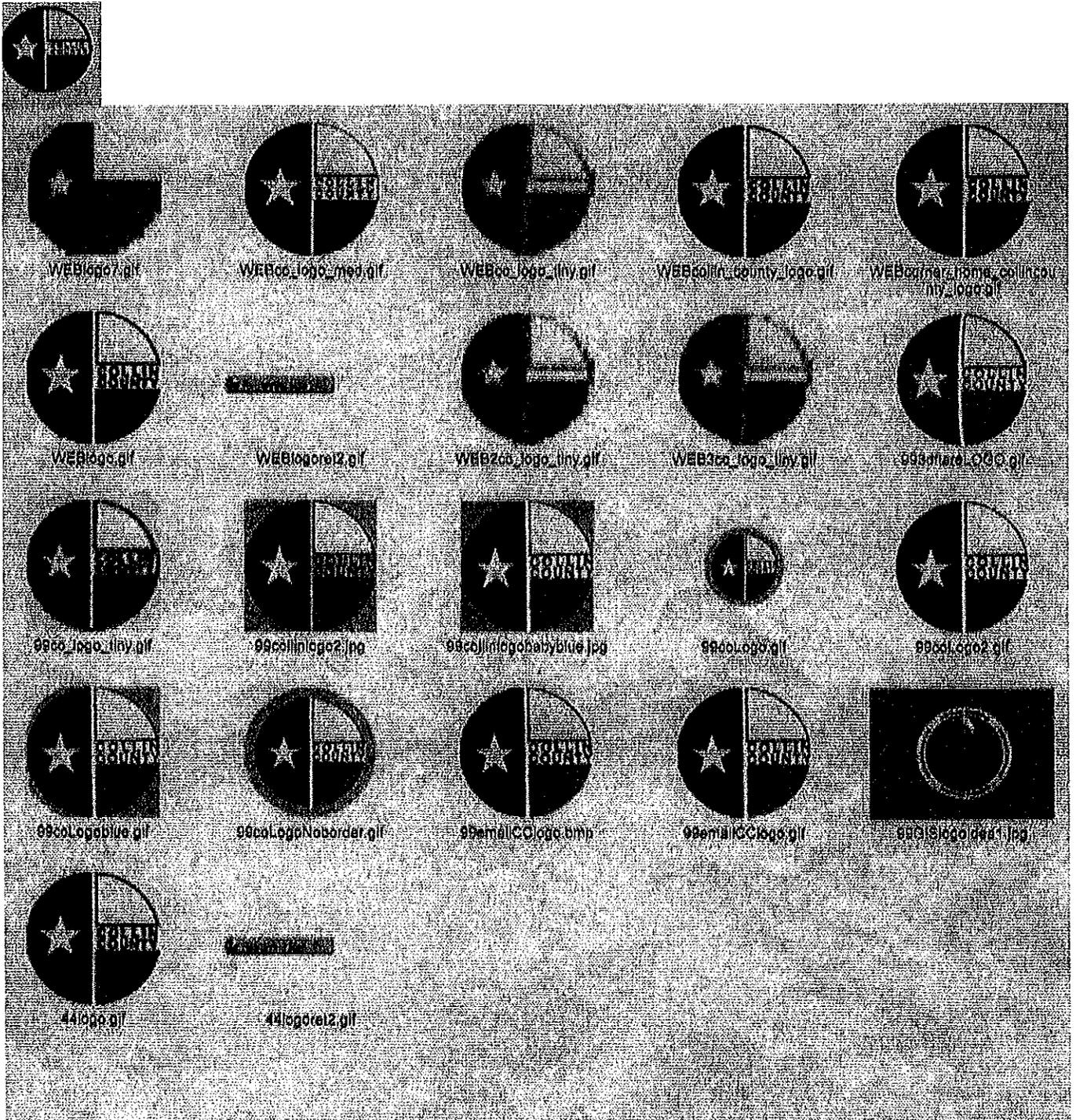
Phone: [Click here and type phone number] **Date:** 5/9/2005

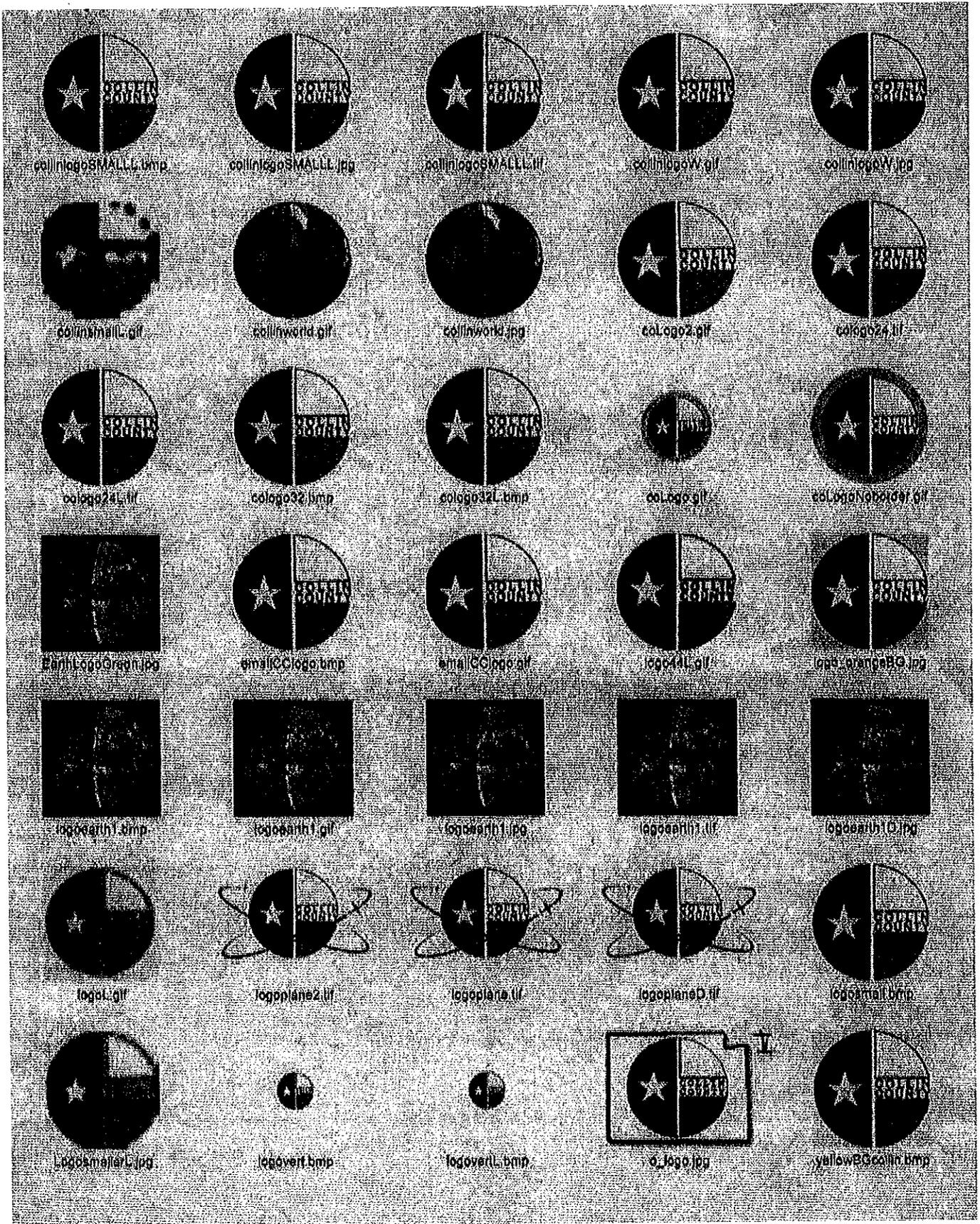
Re: [Click here and type subject of fax] **CC:** [Click here and type name]

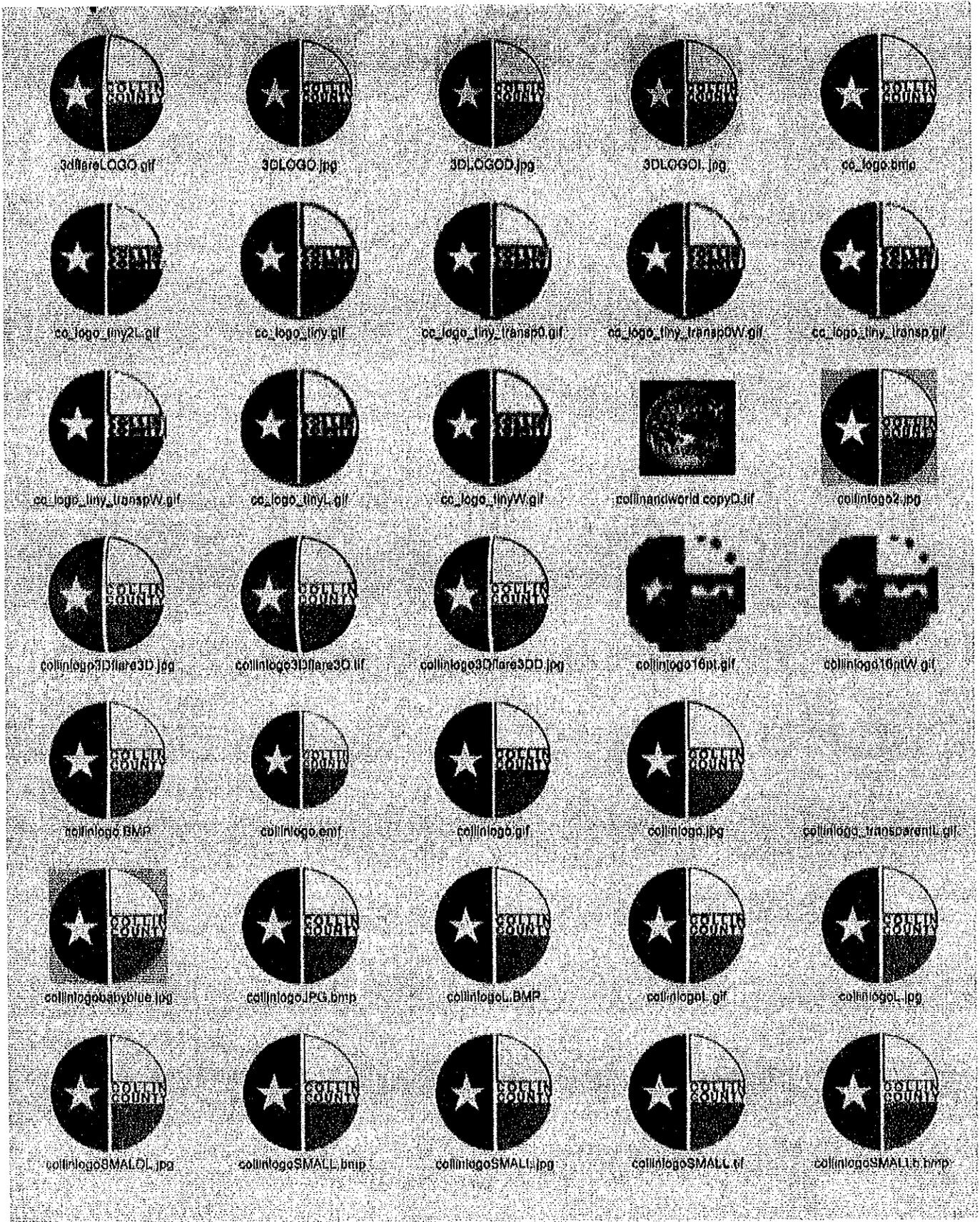
Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● **Comments:** Select this text and delete it or replace it with your own. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template from the Start Working work pane.

Current Logos In Use







<<Prev Rule

Texas Administrative Code

Next Rule>>

TITLE 25

HEALTH SERVICES

PART 1

DEPARTMENT OF STATE HEALTH SERVICES

CHAPTER 181

VITAL STATISTICS

SUBCHAPTER B

VITAL RECORDS

RULE §181.28

Instructions and Requirements for Issuance of Certified Copies of Vital Records by the State Registrar, Local Registrar, or County Clerk

(a) Birth certificates.

(1) The state registrar, local registrar, or county clerk shall issue only two types of certified copies:

(A) a full reproduction of the legal portion of the original record as filed in their office with any addendum(s); or

(B) an abstract of birth facts, taken from the original record. Probate records and delayed records may not be abstracted. An abstract shall be issued in one of four styles:

(i) a standard certified abstract;

(ii) a wallet-sized certified abstract;

(iii) a typewritten certified abstract prepared in accordance with Health and Safety Code, §192.005 or §192.011, or when the condition of the original record does not permit full reproduction; or

(iv) an heirloom style certified abstract which may only be issued by the State Registrar.

(2) Each certified copy of a record, or abstract of birth facts, shall be issued over the signature or facsimile thereof of the officer to whom the record is entrusted, and shall bear the seal of their office, and a statement of certification:

(A) either as a part of the custodian's files; or

(B) as authorized to be issued from the state registrar's file.

(3) All certified copies of birth records shall include the following information, if known:

(A) state or local file number;

(B) given name(s);

(C) surname;

(D) date of birth;

(E) state, and city or county of birth;

- (F) sex;
 - (G) father's name;
 - (H) mother's maiden name;
 - (I) date of filing;
 - (J) date certified copy issued;
 - (K) certification statement;
 - (L) signature or facsimile signature of the custodian; and
-
- (M) the seal of their office.

(b) Death certificates.

(1) The state registrar, local registrar, or county clerk shall issue only two types of certified copies:

- (A) a full reproduction of the original record and any addenda as filed in their office; or
- (B) a certified abstract of death facts, taken from the original record.

(2) All certified copies of death records shall include:

- (A) state or local file number;
- (B) given name(s);
- (C) surname;
- (D) date of death;
- (E) date of birth;
- (F) state, city or county of death;
- (G) sex;
- (H) date of filing;
- (I) date certified copy issued;
- (J) certification statement;
- (K) signature or facsimile signature of the custodian; and
- (L) the seal of their office.

(c) Security features. No certified copy or abstract shall be issued unless the issuing office provides security features in the paper used for issuance. Each sheet or document shall be made on paper which contains as a minimum the following features:

- (1) consecutive numbers - documents that contain sequential numbers for control purposes;
- (2) background security features - a repetitious design consisting of a pattern that hinders counterfeiting efforts;
- (3) a copy void pantograph - the word void appears when the document is photocopied;
- (4) an engraved border - a border that is produced from engraved artwork containing images from fine lines to very complex patterns;
- (5) microline printing or security thread - a line of small alpha characters in capitol letters that requires a magnifying glass to read;
- (6) sensitized security paper - paper that is reactive to chemicals commonly used to alter documents;
- (7) prismatic printing - a rainbow printing that is used as a deterrent to color copying;
- (8) erasable fluorescent printing - fluoresces under ultraviolet light and reacts to any attempt to erase in such a manner as to be immediately detectable;
- (9) non-optical brighteners - paper without added optical paper brighteners that will not fluoresce under ultraviolet light;
- (10) complex colors - colors that are developed by using a mixture of two or more of the primary colors (red, yellow and blue) and black is required;
- (11) intaglio printing - the printing process in which the paper is firmly pressed into the inked engraved plate. Once the paper is removed, the ink sticks to the top of the paper, creating a texture that can be felt with your fingers;
- (12) latent image - designs in the engraved border that contains hidden images that appear only when viewed from a prescribed angle to a light source. The intaglio process can print these images;
- (13) watermark - a three-dimensional graphic element molded into the paper in a continuous pattern during the paper manufacturing process.

(d) Other permitted security features. Other security features such as, but not limited to the following, may also be incorporated in the paper used:

- (1) security laminate - a plastic laminate is placed over printed information as to reveal any attempts to alter the printed material; or
- (2) security thread - micro printed polyester thread that is introduced into the paper during the forming process so that the thread is embedded and is an integral part of the paper.

(e) Record retention. A record of the date issued, document number, name and address and form of identification to whom issued shall be made and maintained for a period of three years from the date issued. The application form, with the document number inserted, used to apply for a record will fulfill this requirement.

Source Note: The provisions of this §181.28 adopted to be effective March 16, 1995, 20 TexReg 1559; amended to be effective July 3, 2003, 28 TexReg 4904; amended to be effective July 22, 2004, 29 TexReg 6936

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QUESTIONNAIRE

1. List the number of employees, the firm's home office location and regular office hours.

2. Describe your policy for handling emergency orders.

3. Describe all services your company can provide.

4. Do you do your own typesetting? Describe the type offered.

5. Does your organization have an art department available? Are you able to provide layout services?

6. Is your organization equipped with its own presses and bindery facilities? Describe the equipment (i.e., high speed copier production, color copier etc.)

7. List professional printing and/or photocopying organizations that you are a member of. Have you won any excellence awards? Describe the award(s) and list the year(s) won.

8. Describe your firm's capability in providing an electronic storage vault for samples and any costs associated.

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ For vendor or other person doing business with local governmental entity	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received
1	<p>Name of person doing business with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
2	<p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>
3	<p>Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
4	<p>Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

Adopted 11/02/2005

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

**5 Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	<input type="text"/>
Title of Officer	<input type="text"/>
Name of Officer	<input type="text"/>
Date:	<input type="text"/>

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number : : :
or
Employer identification number : : :

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Question and Answers for Bid #05249-12 - Printing, General Office Forms

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.