



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

May 13, 2016

Safeguard Forms & Systems, Inc.
PO Box 9363
Columbus, GA 31908

RE: Award of IFB 2016-188, Supplies: Specialized Printing for Elections

Dear Mr. Stallings,

Collin County has awarded a portion of the above referenced solicitation to your company per Court Order No. (CO#). Please see below for a listing of awarded line items. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of Specialized Printing for Elections forms for the County. The contract term begins June 1, 2016 and continues through and including September 30, 2017. The County will have the right and option to extend the term of the contract for three (3) additional one (1) year periods upon the same terms and conditions. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@collincountytx.gov and to the department contact, Bruce Sherbet, Elections Administrator, at bsherbet@co.collin.tx.us. Please ensure that the appropriate purchase order number is on all invoices.

Line Items Awarded

LINE ITEM	ESTIMATED ANNUAL USAGE	DESCRIPTION	UNIT COST/EA
#1	10000	FORM# M1, JACKET ENVELOPE, EARLY, 4 3/4" X 11"	\$0.073
#2	10000	FORM# M2, BALLOT ENVELOPE, 4 1/4" X 9 1/2"	\$0.039
#3	10000	FORM# M3, REGULAR MAIL MAILER ENVELOPE, 4 3/4" X 11"	\$0.071
#4	10000	FORM# M4, FPCA CARRIER ENVELOPE, 4 1/2" X 10 X 3/8"	\$0.062
#5	10000	FORM# M5, FPCA MAILER ENVELOPE, 4 3/4" X 11"	\$0.066
#6	7000	FORM# M6, REGULAR MAIL CARRIER ENVELOPE, 4 1/2" X 10 X 3/8"	\$0.074
#7	3000	FORM# M10, PARTY AFFILIATION CERTIFICATE, 8 1/2" X 14"	\$0.077
#10	50000	FORM# M9, STATEMENT OF RESIDENCE, 8" X 6"	\$0.025

#12	1000	FORM# M22, NOTICE OF TOTAL VOTERS, 8 ½" X 11"	\$0.076
#13	1000	FORM# M23, REGISTER OF SPOILED BALLOTS, 8 1/2" X 11"	\$0.074
#14	1000	FORM# M27, OATHS OF ASSISTANTS AND INTERPRETERS, 8 ½" X 14"	\$0.156
#15	1000	FORM# M30, CUSTODIAN OF RECORDS ENVELOPE, 10" X 15"	\$0.52
#16	1000	FORM# M31, PRESIDING JUDGE ENVELOPE, 10" X 15"	\$0.52
#17	500	FORM# M32, RETURN SHEET, 8 ½" X 14"	\$0.076
#33	100000	FORM# M49, TEXAS VOTER REGISTRATION APPLICATION (ENGLISH AND SPANISH), 6" X 9 ½"	\$0.039
#35	2000	FORM# M51, BALLOT AND SEAL CERTIFICATE, 8 ½" X 8 ½"	\$0.065
#38	1000	FORM# M56, DEPUTY VOTER REGISTRAR IDENTIFICATION CARD	\$0.06
#39	50000	FORM# M58, COMBINATION FORM FOR EV/ED, 8 ½" X 14"	\$0.02
#42	2000	FORM# M62, NOTICE OF PROHIBITION OF CERTAIN DEVICES, 8 ½" X 11"	\$0.05
#43	2000	FORM# M64, LIST OF FIRST TIME VOTERS, 8 ½" X 11"	\$0.038
#44	450000	FORM# M64, MASS MAILOUT, VOTER REGISTRATION CERTIFICATE, 4 ½" X 6"	\$0.0286

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Judy Davis at judydavis@co.collin.tx.us or fax to 972-548-4694.

NAME _____

DATE _____

SIGNATURE _____

TITLE _____

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4122.

Sincerely,

Judy Davis
Buyer II

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