



Collin County Purchasing

2022-055

PRINTING: GENERAL OFFICE FORMS

Issue Date: 11/9/2021

Questions Deadline: 12/2/2021 05:00 PM (CT)

Response Deadline: 12/9/2021 02:00 PM (CT)

Collin County Purchasing

Contact Information

Contact: Susan Hayes

Address: Purchasing

Jack Hatchell Admin. Bldg

Ste.3160

2300 Bloomdale Road

Suite 3160

McKinney, TX 75071

Phone: (972) 548-4122

Fax: (972) 548-4694

Email: shayes@co.collin.tx.us

Event Information

Number: 2022-055
Title: PRINTING: GENERAL OFFICE FORMS
Type: Invitation for Bid
Issue Date: 11/9/2021
Question Deadline: 12/2/2021 05:00 PM (CT)
Response Deadline: 12/9/2021 02:00 PM (CT)
Notes: The intended purpose for this Invitation For Bid is to describe various printing jobs required by Collin County.

Please log on to view bid documents.

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Billing Information

Contact: Accounts Payable
Address: Auditor
Jack Hatchell Admin. Bldg
Ste. 3100
2300 Bloomdale Rd
Ste. 3100
McKinney, TX 75071
Phone: 1 (972) 548-4733
Email: accountspayable@co.collin.tx.us

Bid Activities

Pre-Bid Conference

11/30/2021 10:00:00 AM (CT)

A pre-bid conference will be held Tuesday, November 30, 2021, from 10:00am through 4:00pm CDT at the Collin County Purchasing Department, 2300 Bloomdale Rd., Suite 3160, McKinney, TX 75071.

Bid Attachments

General_Instructions_Bid 09.03.21.docx

General Instructions - Bid - update 09.03.21

[View Online](#)

Terms_of_Contract_Bid_-_2.10.21.docx

Terms of Contract - Bid

[View Online](#)

Insurance_updated_1-26-2015.doc

Insurance Requirements

[View Online](#)

Specifications_-_2022-055.doc

4.0 Special Conditions and Specifications

[View Online](#)

Attachment A, Collin County Logo Policy.pdf

Attachment A

[View Online](#)

CIQ_113015.pdf

Conflict of Interest Questionnaire

[View Online](#)

Information Regarding Conflict of Interest Questionnaire.pdf

HB CIQ

[View Online](#)

Requested Attachments

W-9

(Attachment required)

Please complete the W-9.

Conflict of Interest Questionnaire

Bid Attributes

1 eBid Notice

Collin County exclusively uses IonWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means. Please initial.

(Required: Maximum 1000 characters allowed)

2 Contact Information

List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and or offers in response to this solicitation.

(Required: Maximum 4000 characters allowed)

3 Delivery

Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination. Please state delivery in calendar days from date of order.

(Required: Maximum 1000 characters allowed)

4 Exceptions

Do you take exception to the specifications? If so, by separate attachment, please state your exceptions.

Yes No

(Required: Check only one)

5 Insurance Acknowledgement

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial.

(Required: Maximum 1000 characters allowed)

6 Subcontractors

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

(Required: Maximum 4000 characters allowed)

7 Reference No. 1

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

(Required: Maximum 4000 characters allowed)

8 Reference No. 2

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

(Required: Maximum 4000 characters allowed)

9 Reference No. 3

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

(Required: Maximum 4000 characters allowed)

10 Cooperative Contracts

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 inter-local 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

(Required: Check only one)

11 Preferential Treatment

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).

1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.

(Required: Maximum 4000 characters allowed)

12 Debarment Certification

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. Please initial.

(Required: Maximum 1000 characters allowed)

1
3 **Immigration and Reform Act**

I 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 by Collin County. Please initial.

(Required: Maximum 1000 characters allowed)

1
4 **Disclosure of Certain Relationships**

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071. Please initial.

(Required: Maximum 1000 characters allowed)

1
5 **Anti-Collusion Statement**

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list. Please initial.

(Required: Maximum 1000 characters allowed)

1
6 **Disclosure of Interested Parties**

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016. Please initial.

(Required: Maximum 1000 characters allowed)

17 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

- Plano Star Courier
- Plan Room
- Collin County eBid Notification
- Collin County Website
- Other

(Required: Check only one)

18 Bidder Acknowledgement

Bidder acknowledges, understands the specifications, any and all addenda, and agrees to the bid terms and conditions and can provide the minimum requirements stated herein. Bidder 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 submittal resulting from Bidder's failure to do so. Bidder acknowledges the prices submitted in this Bid have been carefully reviewed and are submitted as correct and final. If Bid is accepted, vendor further certifies and agrees to furnish any and all products upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid. Please initial.

(Required: Maximum 1000 characters allowed)

19 Offeror Acknowledgment

Offeror acknowledges that they understand the specifications, any and all addenda, agrees to the terms and conditions, and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety and is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in the statement submitted resulting from Offeror's failure to do so. If statement is accepted, offeror further certifies and agrees to furnish any and all services upon conditions in the specifications of the Statement of Qualifications. Please initial.

(Required: Maximum 1000 characters allowed)

20 Critical Infrastructure Affirmation

Pursuant to section 2274.0102 of the Texas Government Code, Respondent certifies that neither it nor its parent company, nor any affiliate of Respondent or its parent company, is: (1) majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Government Code Section 2274.0103, or (2) headquartered in any of those countries. Please initial.

(Required: Maximum 1000 characters allowed)

2
1 **Energy Company Boycotts**

Pursuant to Section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent represents and warrants that: (1) it does not, and will not for the duration of the contract, boycott energy companies, and (2) will not boycott energy companies during the term of the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency. Please initial.

(Required: Maximum 1000 characters allowed)

2
2 **Firearm Entities and Trade Associations Discrimination**

Pursuant to section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent verifies that: (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency. Please initial.

(Required: Maximum 1000 characters allowed)

Bid Lines

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

Quantity: 2000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity
1000 - Bidder shall state the price for quantity one each listed in space provided.
\$
(Required: Numbers only)

2. Quantity
500 - Bidder shall state the price for quantity one each listed in space provided.
\$
(Required: Numbers only)

2 Case Binders: Print Tab & One Panel with 2 Brads-Letter Size. 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.

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 -

Bidder shall state the price for quantity one each listed in the space provided.

\$

(Required: Numbers only)

2. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3 Case Binders: Print One Panel only with 1 Brad-Letter Size. Folders will be various colors (red, blue, green, manila, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Print one panel only, various color folders with one color print. Delivery 8 weeks ARO.

(Response required)

Quantity: 10000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

5000 - Bidder shall state the price for quantity one each in the space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4 Case Binders: No Printing with 2 Brads - Letter Size. Folders will be various colors (red, blue, green, manila, goldenrod, gray, etc.) Binders with fold over flap and reverse brad, and reinforced tab and panel. Delivery 8 weeks ARO.

(Response required)

Quantity: 10000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

5000 - Bidder shall state the price quantity one each in the space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5 Specific Case Binders, Judgement NISI Folder (Smead 150C) Legal size, straight cut manila folder, print two panels black ink. Delivery: 8 weeks ARO.

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6 Specific Case Binders, 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. Delivery: 8 weeks ARO.

(Response required)

Quantity: 20000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

15000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

7 8 1/2 X 11 NCR, Two part form print one side black ink. Paper will be various colors (Industry Standard - white, canary, pink, goldenrod). Delivery: 8 weeks ARO.

(Response required)

Quantity: 2000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

8 8 1/2 X 11 NCR, Two part form print two sides black ink. Paper will be various colors (Industry Standard - white, canary, pink, goldenrod). Delivery: 8 weeks ARO.

(Response required)

Quantity: 2000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

9 8 1/2 X 11 NCR, Three part form print one side black ink. Paper will be various colors (Industry Standard - white, canary, pink, goldenrod). Delivery: 8 weeks ARO.

(Response required)

Quantity: 2000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

(Required: Maximum 1000 characters allowed)

2. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

(Required: Maximum 1000 characters allowed)

1
0

8 1/2 X 11 NCR Four part form, print one side black ink. Paper will be various colors (Industry Standard - white, canary, pink, goldenrod). Delivery: 8 weeks ARO.

(Response required)

Quantity: 2000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
1

8 1/2 X 11 NCR Four part form with shading, print one side black ink. Paper will be various colors (Industry standard - white, canary, pink, goldenrod). Delivery: 8 weeks ARO

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 - Bidder shall state the price for quantity one each listed in the space provided.

\$

(Required: Numbers only)

2. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
2

8 1/2 X 14 NCR Two part form, print one side black ink. Delivery: 8 weeks ARO.

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
3

Miscellaneous Carbonless/NCR Form: Juvenile Pass Agreement or 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.

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
4 Miscellaneous Carbonless/NCR Forms, 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.

(Response required)

Quantity: 30000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

15000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
5 Miscellaneous Carbonless/NCR Animal Forms - 5 1/2 X 9, 3 part NCR; white, yellow, and manila card stock. Sequential numbering in red. Print one side, black ink. Collin County Logo in black and white. Delivery: 10 days ARO

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
6 Miscellaneous Carbonless/NCR 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.

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

3000 - Bidder shall state the price for quantity one each listed in the space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
7 Miscellaneous Carbonless/NCR, Maintenance Material Request Form, 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.

(Response required)

Quantity: 3000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
8

Miscellaneous Carbonless/NCR Form - 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.

(Response required)

Quantity: 10000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

1
9

Miscellaneous Carbonless/NCR Forms, Animal Services Report - 8 1/2 X 11, 2 part NCR (white, canary); Gray shade on page 1, Black shade on page 2; print one side, black ink. Delivery: 10 days ARO.

(Response required)

Quantity: 3000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2
0

8 1/2 X 11, Reflex Blue Border Forms (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.

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid

Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2
1

8 1/2 X 11 Reflex Blue Border Forms (State of Texas Seal) black imprint - 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.

(Response required)

Quantity: 10000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid

Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2 Miscellaneous Forms - Accounts Payable Attorney Paysheet, 1-part Form; 8-1/2 X 11; 20# Premium, 84 Bright;
2 Print one side, black ink. Delivery: 10 days ARO.

(Response required)

Quantity: 2000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2 Receipt Books - 11-1/2 x 3-1/2; 1-Up, 3 part NCR; 50 pages per book. Perforation on copy one (1) and two (2).
3 Manila card stock wrap around cover; heavy duty staples; bound on left side with tear out. Black ink, print one side. Numbering, 6 digit, red ink. Paper will be various colors (Industry Standard - white, canary, pink, goldenrod).

Delivery: 6 weeks ARO. Quantity: 101-500

(Response required)

Quantity: 500 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in the space provided.

\$

(Required: Numbers only)

2
4

Receipt Books - 11-1/2 X 3-1/2, 3-Up, 3 part NCR, three receipts per page, 50 pages per book. Perforation on copy one (1) and two (2) - One vertical perforation, two horizontal perforations. Manila card stock wrap around cover with heavy duty staples, bound on left side with tear out. Paper will be various colors (Industry Standard - white, canary, pink, goldenrod). Numbering, 6 digit, red ink. Delivery: 6 weeks ARO. Quantity: 101-500
(Response required)

Quantity: 500 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in the space provided.

\$

(Required: Numbers only)

2
5

Ticket Books: Sheriff's Office Waring Book - 4-1/2 X 6-1/2, 2-Part NCR (white, canary); Black ink, Print one side. Manila wrap around cover with cardboard in back; Left perforation; Heavy duty staples. 25 sets per book. Delivery: 6 weeks ARO. Quantity: 101-200
(Response required)

Quantity: 200 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2
6

Ticket Books: Sheriff's Office Impound Book - 7-1/2 X 5-1/2, 4-Part NCR (white, canary, pink, goldenrod); Black ink, Print one side. Numbering, 6 digits in red. Manila wrap around cover with cardboard in back. Left perforation; Heavy duty staples. 25 sets per book. Delivery: 6 weeks ARO. Quantity: 101-200

(Response required)

Quantity: 200 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2
7

Ticket Books: Sheriff's Office Ticket Book - 8 X 4, 4-Part NCR (white, canary, pink, manila tag back. Numbering, 5 digits in red on page one only. Page 2 & 3 print both sides black. Left perforation; Heavy duty staples. 25 sets per book. Delivery: 6 weeks ARO. Quantity: 101-200

(Response required)

Quantity: 200 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2
8

Ticket Books: Constable 3 Ticket Book - 5-1/2 X 8-1/2, 4-Part NCR (white, canary, pink, manila tag back. Numbering, 6 digits in red on page one only. Manilla tag print both sides, black ink. Top perforation. 25 sets per book. Delivery: 6 weeks ARO. Quantity: 101-200

(Response required)

Quantity: 200 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2
9

Ticket Books: Environmental Citation Book - 4-1/2 X 6-1/2, 3-Part NCR (white, canary, pink); Black ink, Print one side. Manila wrap around cover with cardboard in back; Top perforation; Heavy duty staples. 25 sets per book. Delivery: 6 weeks ARO. Quantity: 101-200

(Response required)

Quantity: 200 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

30

Ticket Books: Developmental Services Citation Book - 4-1/2 X 6-1/2, 3-Part NCR (white, canary, pink); Black ink, Print one side. Manila wrap around cover with cardboard in back; Top perforation; 6 Digit number sequence, Red ink; Heavy duty staples. 25 sets per book. Delivery: 6 weeks ARO. Quantity: 101-200

(Response required)

Quantity: 200 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1-100, Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

31

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

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
2 Cards/Tags/Stickers, Entry Forms - 3-1/4 X 7-3/8, color card stock. Print one side black ink. (500/box) Delivery: 2 weeks ARO.

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
3 Cards/Tags/Stickers, Unidentified/Missing Person Forms - 3 1/2 X 7 1/2. Various color card stock. Print two, sides black ink. (500/Box) Delivery: 2 weeks ARO.

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
4 Cards/Tags/Stickers, - 2-7/8 X 5-3/4. Various color card stock with cut corners on reinforcement end with hole; Print one side, black ink; Reinforced hole with grommet; 22 inch string not attached (separate) . (500/Box)
Delivery: 2 weeks ARO.

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
5 Cards/Tags/Stickers, Miscellaneous Post Card/Flier - 5-3/4 x 8-3/4 - 2 Sides; White card stock; Print two sides black, blue, and red ink. (500/Box) Delivery: 10 days ARO.

(Response required)

Quantity: 2000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
6 Cards/Tags/Sticker, Animal Services Door Knocker - 4-1/4 x 11, 2-Part NCR with backing manila index card stock. Collin County Logo in black print. Print one side, Black ink. Punch out die hole at top. Delivery: 2 weeks ARO.

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

250 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
7 Cards/Tags/Stickers, Animal Services Notice - 3-1/8 X 6-1/4, Various color card stock with cut corners on reinforcement end with hole; Reinforced hole; 22 inch wire not attached (separate). Collin County Logo in black print. Print one side, black ink. Delivery: 2 weeks ARO.

(Response required)

Quantity: 1000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

250 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
8

Cards/Tags/Stickers, Miscellaneous Post Card - 8 x 8 - Blank Stock; 80# Flat White, Smooth finish. No print.
(Shrink wrap in quantities of 250 each) Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3
9

Miscellaneous Forms, Family Violence Assault Supplement - 9 part form with 9/16 perforation at top on white 20# paper. Delivery: 2 weeks ARO.

(Response required)

Quantity: 500 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

250 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

100 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
0

Miscellaneous Forms, 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: 4 weeks ARO.

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
1 Miscellaneous Forms, Delinquency Notice, 4 Up, 8.5" X 11" with perforation, white 80# accent cover smooth, 3 colors on one side, 2 colors on second side. (5000 sheets/20000 total). Delivery: 4 weeks ARO.

(Response required)

Quantity: 5000 UOM: sheet Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

2500 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

1250 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
2 Miscellaneous Forms, Jury Summons - Perforated Post Card Sheets, Horizontal & Vertical - 4 up 4.25" X 5.5" on 8.5" X 11" parent sheet. Printed on Canary 67# vellum Bristol Cover, 2 colors in front (black & red), 3 colors in back (black, red, & blue). (40000 sheets/160000 total) Delivery: 4 weeks ARO.

(Response required)

Quantity: 40000 UOM: sheet Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

30000 - Bidder shall state the price for quantity one each listed in space provided. (30000 sheets/120000 total)

\$

(Required: Numbers only)

2. Quantity

20000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
3

Envelopes/Stationary/Miscellaneous - #9 Envelope Left Window (Center Line), Black Imprint - 2 sides. One color line across center of envelope. Conversion required. Delivery: 10 days ARO

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in the space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
4

Envelopes/Stationary/Miscellaneous - #10 Plain Envelope, Black Imprint - 1 side. Delivery: 10 days ARO.
(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

/ /

(Required)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
5

Envelopes/Stationary/Miscellaneous - #10 Envelope (Center Line). Black Imprint - 2 sides. One color line across center of envelope. Conversion required. Delivery: 10 days ARO

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

 No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
6

Envelopes/Stationary/Miscellaneous - #10 Envelope Left Window, Black Imprint - 1 side. Delivery: 10 days ARO.
(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
7

Envelopes/Stationary/Miscellaneous - #10 Envelope Left Window (Center Line), Black Imprint - 2 sides. One color line across center of envelope. Conversion required. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
8

Envelopes/Stationary/Miscellaneous - #10 Left Window, Black Imprint - 2 sides. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4
9

Envelopes/Stationary/Miscellaneous - #10 Right Window, Black Imprint - 1 side. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

/ /

(Required)

50

Envelopes/Stationary/Miscellaneous - #10 Left Window Three Color Collin County Logo. Black Imprint - 1 side.

Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

**5
1**

Envelopes/Stationary/Miscellaneous - #11 Plain Envelope, Black Imprint - 1 side. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid

Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5
2

Envelopes/Stationary/Miscellaneous - Envelope with Logo Shell Only - 4 5/32 X 9 1/2, Certified Bond, 25% Rag with Collin County Logo in 3 colors. Delivery: 4 weeks ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

**5
3**

Envelopes/Stationary/Miscellaneous - Shell Stock Envelope Imprinting - Black Imprint - 1 side. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5
4

Envelopes/Stationary/Miscellaneous - Evidence Envelope, 3-3/8 X 6 Brown Envelope With Metal Clasp; Black Imprint - 1 side. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5
5

Envelopes/Stationary/Miscellaneous - 6x9 Brown Envelope With Metal Clasp and Adhesive; B Imprint - 1 side; Print on clasp side; Custom 2-hole drilling at opposite end of clasp. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5
6

Envelopes/Stationary/Miscellaneous - Exhibit Envelope, 10 X 15, Manila Envelope, Return address, Return postage with permit information. Black Imprint - 1 side. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5
7

Envelopes/Stationary/Miscellaneous - License Plate Envelope With Left Window, 12 9/16 X 6 1/2, Manila front flap and gummed in six places. Collin County Logo in black ink. Print one side black ink. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

Envelopes/Stationary/Miscellaneous - Security Envelope (1 Left Window), #10 with imprinting. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
 (Attach separate sheet)

Ship To Information

Address: See Purchase Order
 McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5
9

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

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6
0

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

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6
1

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

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6
2

Envelopes/Stationary/Miscellaneous - 6 1/2 X 9 1/2 White Open End Envelope. Gum seal. Print one side black ink. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6
3

Envelopes/Stationary/Miscellaneous - 9 X 12 White Open End Envelope - Gum Seal. Print one side black ink.
(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6
4

Envelopes/Stationary/Miscellaneous - 10 X 15 White Tyvek Open End Envelope, adhesive seal. Printing & Screen printing. Print one side black ink. Delivery: 10 days ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6
5

Envelopes/Stationary/Miscellaneous - Marriage, Birth and Death Envelope; 4 x 9-1/4 with Gold imprint; Stock 10PT white crushed marble; Font: Calibri; No gummed seal. (Screened baby feet, wedding bells, State of Texas Collin County seal). Delivery: 8 weeks ARO.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Item Attributes

1. Quantity

25000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

2. Quantity

10000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

3. Quantity

5000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

4. Quantity

3000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

5. Quantity

2000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6. Quantity

1000 - Bidder shall state the price for quantity one each listed in space provided.

\$

(Required: Numbers only)

6
6

Discount off price list for all printed material requests not previously described in lines one (1) through sixty-four (64).

(Response required)

Quantity: 1 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

The undersigned hereby certifies the foregoing bid submitted by the company listed below hereinafter called "bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute same. Bidder affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder or other person or persons engaged in the same line of business; and that the contents of this bid as to prices, terms and conditions of said bid 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.

Print Name

Signature

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder: refers to submitter.

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

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

1.0.1.4 IFB: refers to Invitation For Bid.

1.1 If Bidder does not wish to submit an offer at this time, please submit a No Bid.

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 ionWave Technologies, Inc. (Collin County eBid) 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 addenda 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 may not be withdrawn or canceled by the bidder 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 for any or all products and/or services covered in an Invitation For Bid (IFB), 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 IFBs submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB 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. IFBs may be submitted in electronic format via Collin County eBid.

1.9 All IFBs submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all IFBs submitted in hard copy paper form. IFB's received in the Collin 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 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 IFB, 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 the date specified in the solicitation. 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 Collin County eBid.

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. **Collin County eBid** <https://collincountytexas.com>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder's/Quoter's/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 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Bidders taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder shall state these exceptions in the section provided in the IFB 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: A prospective Bidder 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 ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an IFB.

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 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. Delivery to governmental entities located within Collin County will be at no additional charge or as otherwise provided for in the award

document. Delivery charges, if any, for governmental entities located outside of Collin County shall be negotiated between the Vendor and each governmental entity.

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.

1.25 Bidder shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

2.0 TERMS OF CONTRACT

2.1 A bid, 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 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 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 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County IFB is for the execution of a public work, the following shall apply:

2.11.1 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).

2.11.2 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).

2.12 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.

2.13 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.

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

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

2.16 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.

2.17 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.

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

2.18.1 Collin County Purchase Order Number;

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

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

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

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

2.21 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.

- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 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.
- 2.24 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.
- 2.25 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.
- 2.26 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.
- 2.27 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.
- 2.28 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.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by Collin County prior to access being granted to Collin County facilities. Upon request, Vendor/Contractor/Provider shall provide list of individuals to the Collin County Purchasing Department within five (5) working days.
- 2.30 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.
- 2.31 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.
- 2.32 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 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 will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 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.

2.34 Delays and Extensions of Time when applicable:

2.34.1 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.

2.34.2 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.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor’s affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County, County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

2.37 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.

2.38 Force Majeure: No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB 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 including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 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.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.

3.4 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:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 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 IFB 2022-055, Printing: General Office Forms.

4.2 Purpose: The intended purpose for this Invitation for Bid is to describe various printing jobs required by Collin County.

4.3 Term: Successful Bidder(s) will be awarded a twelve (12) month contract, effective from the date of award. At Collin County's option and approval by the Vendor, the contract may be renewed for four (4) additional one (1) year periods.

4.3.1 Transitional Period: Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Vendor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

4.4 Pre-Bid Conference: A **MANDATORY** pre-bid conference will be held **10:00 a.m. to 4:00 p.m., Tuesday, November 30, 2021**, at the Collin County Purchasing Department, 2300 Bloomdale Rd., Ste. 3160, McKinney, TX. 75071. Prospective Bidders may come any time during this time period. Please send an email to shayes@co.collin.tx.us to schedule a sample review time. All prospective Bidders are requested to have a representative present. The purpose of this mandatory pre-bid conference is to review all samples and documents to gain a full understanding of the requirements of the bid.

4.4.1 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.

4.5 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 to which a budget has been approved.

4.6 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.

4.7 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary date of the contract each year. 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.

4.8 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 exceptions, 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.

4.9 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. Deliveries not matching "SHIP TO" address from Purchase Order shall be refused/rejected and returned to Vendor for shipping to correct address. **No additional delivery fees will be paid by Collin County.**

4.10 Testing: Testing may be performed at the request of Collin County, by an agent so designated by the County, without expense to Collin County.

4.11 Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional cost. 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.**

4.12 Pricing: All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. Pricing shall include costs for materials, labor, typesetting, set up, forms, test samples, proofs, overprinting of data information and all other costs associated with the job. **No additional fees will be paid by Collin County.**

4.13 Artwork: All artwork, layouts, plate negatives, masters, preparatory materials, metal plates, proof and all CDs (data and image), 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. **Upon request, a copy of all artwork and/or data referenced in this article shall be delivered to Collin County within seven (7) working days. If any items from previous print jobs exist, any and all printed material shall be made available and transferred to new Vendor within ten (10) working days.**

4.14 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.

4.15 Awarding of Like Items: All Stationary Items and All Envelopes (Shell Only) and all Stationary and Envelopes Imprinting shall be awarded to the same Bidder.

4.16 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.

4.17 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).

4.18 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.

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

4.20 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.

4.21 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.)

4.22 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.)

4.23 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 Evaluation and Award: Award of the contract shall be made to the responsive Bidder(s) who submits the lowest and best bid meeting specifications. Collin County reserves the right to award by item, section, or as a whole as deemed to be in the best interest of the county.

Bidders failing to provide the information necessary for the evaluation of the bid may be considered non-responsive.

4.26 Approximate Usage: Estimated annual quantities are given for each commodity. Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Commodities will be ordered on an as-needed basis.

Attachment A

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.



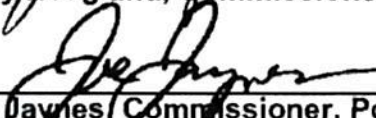
Ron Harris, County Judge



Phyllis Cole, Commissioner, Pct. 1



Jerry Hoagland, Commissioner, Pct. 2



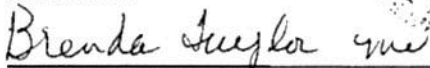
Joe Jaynes, Commissioner, Pct. 3



Jack Hatchell, Commissioner, Pct. 4



ATTEST:



Brenda Taylor, Ex-Officio Clerk
Commissioners' Court
Collin County, T E X A S



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.

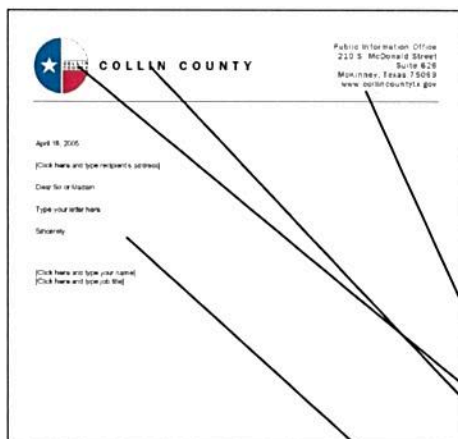
Departments are to work with the Purchasing Department in coordinating the transition of previously utilized Collin County logos with the revised logo.

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

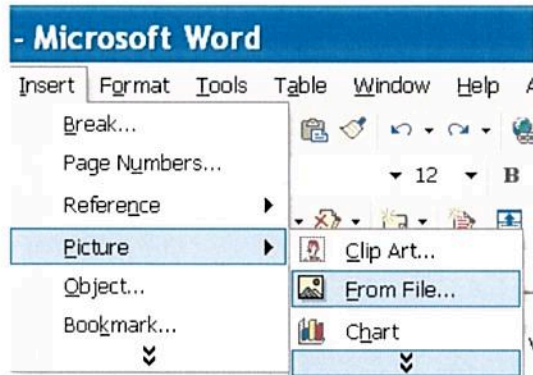
Letterhead Text – Franklin Gothic Book

Basic Text of Letters/Faxes – Arial, Size 10

Logo Placement

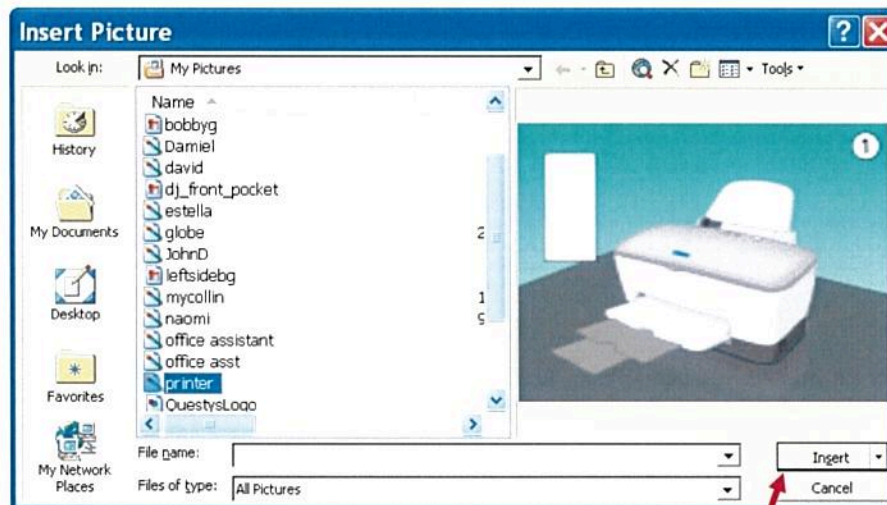
To properly present a logo, a minimum clearance between the logo and other elements must be maintained. For example, the amount of clear or "empty" space that surrounds the logo should be at least equal to $\frac{1}{4}$ the height of the logo (including the wording).

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.

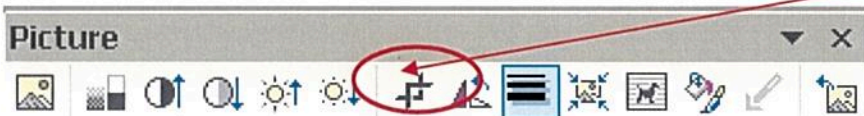
DRAG 'N DROP

If you have placed the logo on your desktop, you can drag and drop the logo to your document whenever you need it.

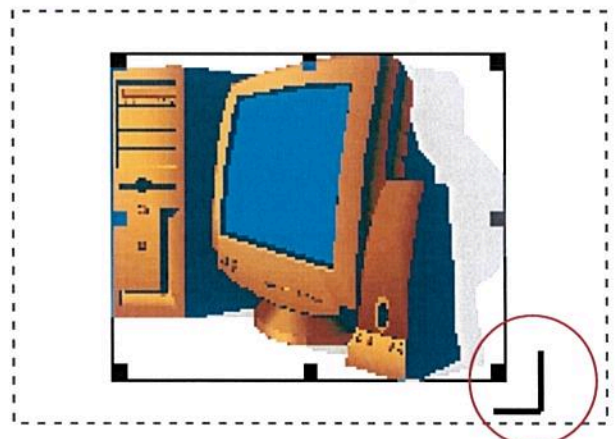
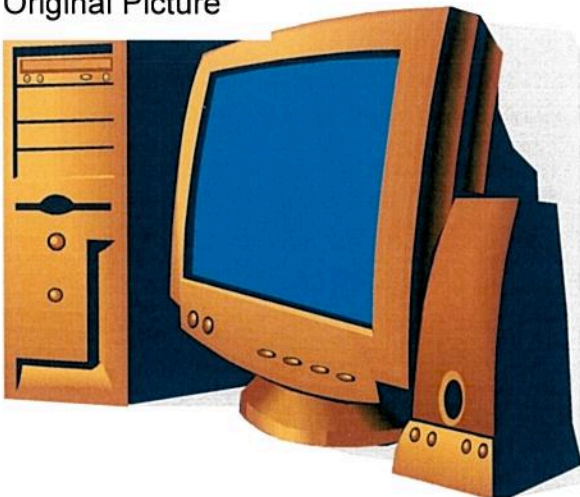
1. Open the document.
2. If your document window is  *maximized*, then *Restore down* the window by clicking on this button. If it is not *maximized* and you cannot see the desktop, resize the window by dragging one of the corners toward the center until you can see where you have placed the logo on 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



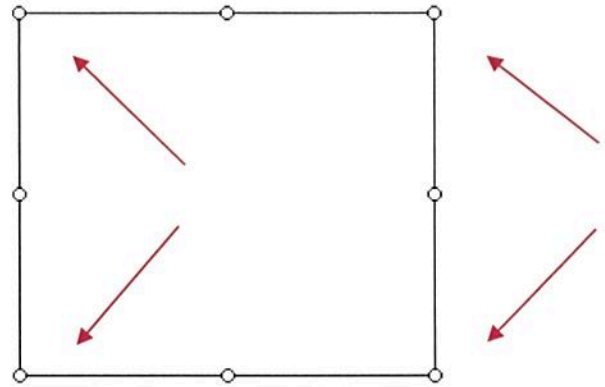
Picture with crop tool shown, adding white space around it.

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.

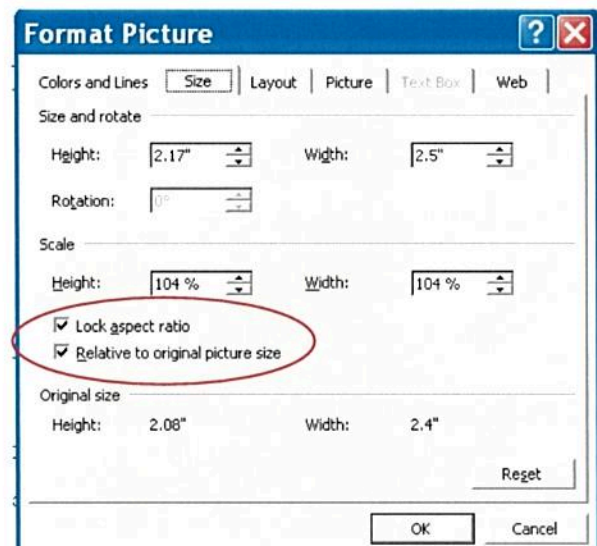
1. Choose a logo that is **LARGER** than what you will need. (If the logo size is correct, there is no need to resize it.)
2. Place the logo in your document.
3. Click the logo and select one of the **corner anchors**. Hold down the left mouse button and a double-headed arrow should appear (). Hold down 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

June 2, 2016

[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]



COLLIN COUNTY

Public Information Office
210 S. McDonald Street
Suite 626
McKinney, Texas 75069

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:** 6/2/2016
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



WEBlogo7.gif



WEBcc_logo_med.gif



WEBcc_logo_tiny.gif



WEBcollin_county_logo.gif



WEBcorner_home_collincounty_logo.gif



WEBlogo.gif



WEBlogoret2.gif



WEB2cc_logo_tiny.gif



WEB3cc_logo_tiny.gif



993dfireLOGO.gif



99cc_logo_tiny.gif



99collinlogo2.jpg



99collinlogobabyblue.jpg



99coLogo.gif



99coLogo2.gif



99coLogoblue.gif



99coLogoNoborder.gif



99emailCClogo.bmp



99emailCClogo.gif



99GISlogoldea1.jpg



44logo.gif



44logoret2.gif



collinlogoSMALLL bmp



collinlogoSMALLL jpg



collinlogoSMALLL tif



collinlogoW gif



collinlogoW jpg



collinsmallL gif



collinworldL gif



collinworldL jpg



coLogo2 gif



cologo24L tif



cologo24L.tif



cologo32L bmp



cologo32L bmp



coLogo.gif



coLogoNoborder gif



EarthLogoGreenL.jpg



emailCClogoL bmp



emailCClogoL gif



logo44L gif



logo_orangeBG jpg



logoearth1L bmp



logoearth1L gif



logoearth1L jpg



logoearth1L tif



logoearth1D jpg



logoL gif



logoplane2L tif



logoplaneL tif



logoplaneDL tif



logosmallL bmp



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CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

INFORMATION REGARDING CONFLICT OF INTEREST QUESTIONNAIRE

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytx.gov/government/Pages/officials.aspx>

At the time of this solicitation being released, the following are known to be involved in the planning, recommending, selecting, and/or contracting for the attached procurement:

Department and Purchasing:

Michelle Charnoski, NIGP-CPP, CPPB – Purchasing Agent

Marci Chrismon – Assistant Purchasing Agent

Susan Hayes – Buyer II

Commissioners Court:

Chris Hill – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Darrell Hale – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____		<i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code			
7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.