

HARRIS COUNTY BID COVER SHEET

Job No. 03/0423

Date Due: **October 20, 2003**

DUE NO LATER THAN 2:00 P.M. C.S.T.

Bids received later than the date and time above will not be considered.

BID FOR: Term Contract for Letterhead and Matching Envelopes for Harris County and the Flood Control District (For one year beginning approximately January 1, 2004)

OFFERORS NOTE!!

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples.

Please return bid in an appropriately sized envelope or box. PACKAGE MUST SHOW THE JOB NUMBER, DESCRIPTION AND BE MARKED "SEALED BID".

RETURN BID TO:
**HARRIS COUNTY PURCHASING AGENT
1001 PRESTON AVENUE, SUITE 670
HOUSTON, TEXAS 77002**

For additional information, contact **Martha Sloan at (713) 755-6387**

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Total Amount of Bid: \$ _____

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone No. _____ FAX No. _____ e-mail _____

Print Name: _____

Signature: _____

[Your signature attests to your offer to provide the goods and/or services in this bid according to the published provisions of this Job. When an award letter is issued, it becomes a part of this contract. Contract is not valid until Purchase Order is issued.]

ACCEPTED BY: _____
HARRIS COUNTY JUDGE ROBERT ECKELS

Date: _____

TABLE OF CONTENTS

Items checked below represent components which comprise this bid/proposal package. If the item **IS NOT** checked, it is **NOT APPLICABLE** to this bid/proposal. Offerors are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately.

It is the Offeror's responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your bid packet.

- 1. **Cover Sheet**
Your company name, address, the total amount of the bid/proposal, and your signature (**IN INK**) should appear on this page.

- 2. **Table of Contents**
This page is the Table of Contents.

- 3. **General Requirements**
You should be familiar with all of the General Requirements.

- 4. **Special Requirements/Instructions**
This section provides information you must know in order to make an offer properly.

- 5. **Specifications**
This section contains the detailed description of the product/service sought by the County.

- 6. **Pricing/Delivery Information**
This form is used to solicit exact pricing of goods/services and delivery costs.

- 7. **Attachments**
 - a. **Residence Certification**
Be sure to complete this form and return with packet.

 - _____ b. **Bid Guaranty & Performance Bond Information & Requirements**
This form applies only to certain bids/proposals. All public work contracts over \$25,000 require a Payment Bond and over \$100,000 must also have a Performance Bond, in a form approved by the County. Please read carefully and fill out completely.

 - _____ c. **Bid Check Return Authorization Form**
This form applies only to certain bids/proposals. Please read carefully and fill out completely.

 - _____ d. **Vehicle Delivery Instructions**
Included only when purchasing vehicles.

 - _____ e. **Minimum Insurance Requirements**
Included when applicable (does not supersede "Hold Harmless" section of General Requirements).

 - _____ f. **Worker's Compensation Insurance Coverage Rule 110.110**
This requirement is applicable for a building or construction contract.

 - _____ g. **Financial Statement**
When this information is required, you must use this form.

 - h. **Reference Sheet**
When this information is required, you must use this sheet.

 - _____ i. **HIPAA Requirements**

 - _____ j. **Other**
From time to time other attachments may be included.

GENERAL REQUIREMENTS FOR BIDS (PRIVATE)

READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.

General Requirements apply to all advertised bids; however, these may be superseded, whole or in part, by the SPECIAL REQUIREMENTS/INSTRUCTIONS OR OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your bid package is complete.

ADDENDA

When specifications are revised, the Harris County Purchasing Department will issue an addendum addressing the nature of the change. Offerors must **sign and include it in the returned bid package.**

ASSIGNMENT

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Harris County Commissioners Court.

AWARD

Harris County reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. In the event the lowest dollar offeror meeting specifications is not awarded a contract, the offeror may appear before the Commissioners Court, Hospital District Board of Managers, Community Supervision & Corrections Department Board, the Juvenile Board or other applicable governing body and present evidence concerning his responsibility after officially notifying the Office of the Purchasing Agent of his intent to appear.

BID FORM COMPLETION

Fill out and return to the Harris County Purchasing Department ONE (1) complete bid form in an appropriately sized envelope or box. **PACKAGE MUST SHOW THE JOB NUMBER, DESCRIPTION AND BE MARKED "SEALED BID."** An authorized representative of the offeror should sign the Bid Cover Sheet. The contract will be binding only when signed by Harris County, funds are certified by the County Auditor and or the Hospital District, as applicable, and a Purchase Order issued.

BID RETURNS

Offerors must return all completed bids to the Harris County Purchasing Department reception desk at 1001 Preston Avenue, Suite 670, Houston, Texas **before 2:00 P.M. CST** on the date specified. Late bids will not be accepted.

BONDS

If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's checks are not acceptable.

COLOR SELECTION

Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, NOT colors which require upcharges or special handling. Unspecified fabrics or vinyls should be construed as medium grade. If offeror fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.

CONTRACT OBLIGATION

Harris County Commissioners Court must award the contract and the County Judge or other person authorized by the Harris County Commissioners Court must sign the contract before it becomes binding on Harris County or the offerors. Department heads are NOT authorized to sign agreements for Harris County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

CONTRACT RENEWALS

Renewals may be made ONLY by written agreement between Harris County and the offeror. Any price escalations are limited to those stated by the offeror in the original bid.

DISQUALIFICATION OF OFFEROR

Upon signing this bid document, an offeror offering to sell supplies, materials, services, or equipment to Harris County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, et seq., as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by an offeror and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that offeror will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.

E-MAIL ADDRESSES CONSENT

Vendor affirmatively consents to the disclosure of its e-mail addresses that are provided to Harris County, the Harris County Flood Control District, the Harris County Hospital District including its HMO, the Harris County Appraisal District, or any agency of Harris County. This consent is intended to comply with the requirements of the Texas Public Information Act, Tex. Gov't Code Ann. §522.137, as amended, and shall survive termination of this agreement. This consent shall apply to e-mail addresses provided by Vendor, its employees, officers, and agents acting on Vendor's behalf and shall apply to any e-mail address provided in any form for any reason whether related to this bid/proposal or otherwise.

EVALUATION

Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Harris County Purchasing Department and recommendation to the appropriate governing body. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. **Pricing is NOT the only criteria for making a recommendation.** The Harris County Purchasing Department reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid.

FISCAL FUNDING

A multi-year lease or lease/purchase arrangement (if requested by the Special Requirements/Instructions), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void on the last day of the current appropriation of funds. After expiration of the lease, leased equipment shall be removed by the offeror from the using department without penalty of any kind or form to Harris County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the offeror.

FLOPPY DISK

If offeror obtained the bid specifications on a floppy disk in order to prepare a response, ***the bid must be submitted in hard copy*** according to the instructions contained in this bid package. If, in its bid response, offeror makes any changes whatsoever to the County's published bid specifications, the County's bid specifications ***as published*** shall control. Furthermore, if an alteration of any kind to the County's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

GOVERNING FORMS

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Harris County's interpretation shall govern.

GOVERNING LAW

This bid solicitation is governed by the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 *et seq.*, as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Harris County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.

GRANT FUNDING

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

HIPAA COMPLIANCE

Offeror agrees to comply with the Standards for Privacy of Individually Identifiable Health Information of the Health Insurance Portability and Accountability Act of 1996, PL 104-191, 45 CFR Parts 160-164, as amended, and the Texas Medical Records Privacy Act, Texas Health and Safety Code Chapter 181, as amended, collectively referred to as "HIPAA", to the extent that the Offeror uses, discloses or has access to protected health information as defined by HIPAA. Offeror may be required to enter a Business Associate Agreement pursuant to HIPAA.

HOLD HARMLESS AGREEMENT

Contractor, the successful offeror, shall indemnify and hold Harris County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.

INSPECTIONS & TESTING

Harris County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.

INVOICES AND PAYMENTS

Offerors shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. Prior to any and all payments made for goods and/or services provided under this contract, the offeror should provide his Taxpayer Identification Number or social security number as applicable. This information must be on file with the Harris County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

MAINTENANCE

Maintenance required for equipment bid should be available in Harris County by a manufacturer-authorized maintenance facility. Costs for this service shall be shown on the Pricing/Delivery Information form. If Harris County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.

MATERIAL SAFETY DATA SHEETS

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

NAME BRANDS

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

NEW MILLENIUM COMPLIANCE

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

POTENTIAL CONFLICTS OF INTEREST

An outside consultant or contractor is prohibited from submitting a bid for services on a Harris County project of which the consultant or contractor was a designer or other previous contributor, or was an affiliate, subsidiary, joint venturer or was in any other manner associated by ownership to any party that was a designer or other previous contributor. If such a consultant or contractor submits a prohibited bid, that bid shall be disqualified on the basis of conflict of interest, no matter when the conflict is discovered by Harris County.

PRICING

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror **MUST** indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

PURCHASE ORDER AND DELIVERY

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

RECYCLED MATERIALS

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

SCANNED OR RE-TYPED RESPONSE

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

SEVERABILITY

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

SILENCE OF SPECIFICATIONS

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

SUPPLEMENTAL MATERIALS

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

TAXES

Harris County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Harris County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Harris County Purchasing Agent.

TERM CONTRACTS

If the contract is intended to cover a specific time period, the term will be given in the specifications under SCOPE.

TERMINATION

Harris County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Harris County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Harris County's satisfaction and/or to meet all other obligations and requirements. Harris County may terminate the contract without cause upon thirty (30) days written notice.

TITLE TRANSFER

Title and Risk of Loss of goods shall not pass to Harris County until Harris County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Offerors are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirements/Instructions" section of this bid package and/or on the Purchase Order as a "Deliver To:" address.

WAIVER OF SUBROGATION

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

WARRANTIES

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

SPECIAL REQUIREMENTS/INSTRUCTIONS

The following requirements and instructions supersede General Requirements where applicable.

1. **Application**

Should this contract apply to other governmental entities, references to "Harris County" and the "Harris County Commissioners Court" may apply to one or more of the following:

- "Harris County Flood Control District" governed by "Harris County Commissioners Court"
- "Harris County Hospital District" governed by its "Board of Managers"
- "Harris County Community Supervision and Corrections Department" governed by its Standing Committee for Probation Matters"
- "Greater Harris County 9-1-1 Emergency Network" governed by its "Board of Managers"

2. **Bid Requirements**

Each bidder should submit as a bid this entire ITB, completed where necessary, for example, the ITB cover sheet, the Price Sheets, Residence Certification, etc. Use the envelope provided with the ITB, or a comparable one, clearly indicating on the outside the Job Number, Job Description, and marked "SEALED BID". Harris County shall not be responsible for any effort or cost expended in the preparation of a response to this ITB. All protests should be coordinated through the Purchasing Office prior to award recommendation to Commissioners Court.

3. **Delivery**

If delivery is required, all items must be packaged so as to be protected from damage during shipping and handling. Any item(s) damaged in shipping must be replaced in kind, or repaired, by the contractor, at the discretion of, and at no additional charge to, Harris County.

4. **Payment**

Harris County will pay original invoices that clearly itemize the goods and/or services provided as to quantity, part number, description, price, applicable discount (if any), labor charges showing time differential, if applicable and if previously agreed to, and delivery, installation, and set-up costs, if applicable and if previously agreed to. Only charges as stated on the Price/Delivery Information Sheet(s) submitted as a part of the bid will be considered.

Invoices must indicate Harris County or Harris County Hospital District, as applicable, the address to which the product(s) and/or service(s) were delivered, and the applicable purchase order number. Invoices will be matched to delivery tickets prior to payment, therefore, all delivery tickets should have an accurate description of the product(s) and/or service(s).

5. **Usage Reports**

Harris County reserves the right to request, and receive at no additional cost, up to two (2) times during the contract period, a usage report detailing the products and/or services furnished to date under a contract resulting from this ITB. The reports must be furnished no later than five (5) working days after written request and itemize all purchases to date by Harris County department, description of each item purchased, including manufacturer, quantity of each item purchased, per unit and extended price of each item purchased, and total amount and price of all items purchased.

Revised 12/98

SPECIFICATIONS

Term Contract for Letterhead and Matching Envelopes for Harris County and the Flood Control District

SCOPE

The intention of this Harris County Invitation To Bid (ITB) is to solicit bids for a term contract for letterhead and matching envelopes for Harris County and the Flood Control District for one year beginning approximately January 1, 2004.

For information regarding the bid process, contact Martha Sloan of the Office of the Purchasing Agent at (713) 755-6387.

DESCRIPTION

The contractor shall furnish, and deliver as required, letterhead and matching envelopes. Only one, two and three color flat ink printing on letterhead and envelopes will be allowed on this contract. No engraving, embossing, gold foil or thermography will be allowed. Letterhead will be 24 lb. with a 25% rag content and on any color of stock requested and currently manufactured. Second sheets will be blank sheets of the identical stock. Envelopes will be #10, 24 lb., with no rag content. Pricing will be all inclusive of artwork, negatives, raw materials, production cost, freight and delivery. No other charges will be allowed.

Harris County currently has over 200 departments, many with their own logos and color combinations. Contractor will acquire signed approval of proofs on any initial printing and for any order submitted with a change. There will be no "shooting from copy", contractor will generate all typesetting and re-create all artwork as required. Contractor must match the type style, print position, logos and ink color of the sample submitted by the department. Proofs are required no more that five (5) business days after submission of an order with the sample logo from the using department. Delivery for orders after proof approval or for reorders will be no more than ten (10) working days. Orders will be placed as the need for supplies develops. Orders will vary in size, but not be less than a box of 500 sheets or envelopes. Bidders will include with their bid one (1) labeled sample of each of their generic letterhead, envelope and recycled stock, as well as identify brand of generic and recycled products on the Purchasing/Delivery Information sheet.

CONTRACTOR QUALIFICATIONS

On Attachment h., References Sheet, the bidder must indicate bidder's company with at least 5 years in business, and must also identify:

1. all major material suppliers expected to be used to fulfill the requirements of this ITB, for example, suppliers of index stock, inks, negatives, etc.,
2. all major subcontractors to be used to fulfill the requirements of this ITB, for example, typesetter, printers, die cutters, etc.,
3. client references for similar jobs in similar quantities required by this ITB.

Bidder must have experience with large volume of orders from many users as is described in this ITB and must provide client references in Attachment h., References. Bidder may not use Harris County or any Harris County agency as a client reference. Harris County may utilize a Dun and Bradstreet analysis in reviewing bidder's history and qualifications.

PRICING/DELIVERY INFORMATION

I. **Pricing:** Bidder must complete open boxes to right of double vertical lines. Quantities are estimated, Harris County may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs.

					Bidder:		
Item	Description		UM	QTY	Brand	\$/UM	Ext \$
I.	Letterhead, regular						
	A.	Regular					
		1 Generic					
		a. one color ink	M	110			
		b. two color ink	M	10			
		c. three color ink	M	2			
		2 Strathmore Writing					
		a. one color ink	M	60			
		b. two color ink	M	75			
		c. three color ink	M	10			
		3 Strathmore bond					
		a. one color ink	M	20			
		b. two color ink	M	10			
		c. three color ink	M	2			
		4 Classic Laid					
		a. one color ink	M	10			
		b. two color ink	M	25			
		c. three color ink	M	2			
		5 Classic Linen					
		a. one color ink	M	5			
		b. two color ink	M	40			
		c. three color ink	M	10			
	B.	Recycled					
		1 Generic					
		a. one color ink	M	2			
		b. two color ink	M	6			
		c. three color ink	M	25			
		2 Strathmore Renewal Writing					
		a. one color ink	M	25			
		b. two color ink	M	5			
		c. three color ink	M	2			

PRICING/DELIVERY INFORMATION continued

					Bidder:			
Item	Description			UM	QTY	Brand	\$/UM	Ext \$
II. Second sheets								
	A. Regular							
	1	Generic		M	25			
	2	Strathmore Writing		M	20			
	3	Strathmore bond		M	2			
	4	Classic Laid		M	10			
	5	Classic Linen		M	5			
	B. Recycled							
	1	Generic		M	2			
	2	Strathmore		M	2			
III. Envelopes								
	A. Regular							
	1	Generic						
		a.	one color ink	M	420			
		b.	two color ink	M	30			
		c.	three color ink	M	5			
	2	Strathmore Writing						
		a.	one color ink	M	70			
		b.	two color ink	M	70			
		c.	three color ink	M	15			
	3	Strathmore bond						
		a.	one color ink	M	2			
		b.	two color ink	M	5			
		c.	three color ink	M	2			
	4	Classic Laid						
		a.	one color ink	M	2			
		b.	two color ink	M	15			
		c.	three color ink	M	2			
	5	Classic Linen						
		a.	one color ink	M	10			
		b.	two color ink	M	50			
		c.	three color ink	M	5			
	B. Recycled							
	1	Generic						
		a.	one color ink	M	10			
		b.	two color ink	M	10			
		c.	three color ink	M	2			
	2	Strathmore Renewal Writing						
		a.	one color ink	M	10			
		b.	two color ink	M	5			
		c.	three color ink	M	2			
Total								

PRICING/DELIVERY INFORMATION continued

Did bidder include samples of generic products? Yes No

Did bidder complete & include Attachment h., Reference Sheet of this ITB as required? Yes No

II. Delivery: Will the printed letterhead and matching envelopes be furnished not later than 10 working days after final proof approval? Yes No

III. Payment Discount: Indicate the payment discount(s) available depending on when invoices are paid. For example, 1/30 means a 1% discount if paid within 30 days, 2/15 means a 2% discount if paid within 15 days, etc.

IV. Renewal: If requested by the Office of the Purchasing Agent, and approved by Harris County Commissioners Court, contractor may agree to renew the original contract, as amended from time to time, at the same terms, conditions, and pricing. Each renewal will be in one (1) year increments, not to exceed four (4) renewal years.

RESIDENCE CERTIFICATION

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Harris County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident Bidder of Texas as defined in
[Company Name]
Government Code §2252.001.

I certify that _____ is a Nonresident Bidder as defined in
[Company Name]
Government Code §2252.001 and our principal place of business is _____.
[City and State]

REFERENCE SHEET

Your company

Name: _____

City: _____

State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Number of employees: _____

Number of years in business _____

A. Supply References

1. Supplier: _____

Contact: _____

Location: _____

City: _____

State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Type of supply provided by the reference _____

2. Supplier: _____

Contact: _____

Location: _____

City: _____

State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Type of supply provided by the reference _____

3. Supplier: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Type of supply provided by the reference _____

4. Supplier: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Type of supply provided by the reference _____

5. Supplier: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Type of supply provided by the reference _____

6. _____ Bidder does not intend to directly employ any major suppliers in the production of the items required in this ITB.

B. Subcontractor References

1. Subcontractor: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Service provided _____

2. Subcontractor: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Service provided _____

3. Subcontractor: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Service provided _____

4. Subcontractor: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Service provided _____

5. Subcontractor: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Service provided _____

6. _____ Bidder does not intend to employ any subcontractors for the production of any part of the items required by this ITB.

C. **Client References**

1. Client: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Quantity of job _____

2. Client: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Quantity of job _____

3. Client: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Quantity of job _____

4. Client: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Quantity of job _____

5. Client: _____
Contact: _____
Location: _____
City: _____
State: _____ Zip Code: _____
Telephone: (____) _____ Fax: (____) _____
Quantity of job _____