



OFFICE OF COUNTY PURCHASING AGENT
Fort Bend County, Texas

Term Contract Renewal Form

Solicitation #: Bid 18-036

Title: Term Contract for Stationary

Contracted Vendor: Arching Oaks Investments, Ltd., DBA Reflection Printing

Ms. Jamie Huther,

Our contract with your company for the above referenced expires March 31, 2019. Contract provisions allow for renewal of this contract if mutually agreeable.

If your company wishes to renew this contract through March 31, 2020 under the same terms and conditions, please complete the information below and return this form along with a Form 1295 by e-mail to cheryl.krejci@fortbendcountytexas.gov. Purchasing will then take the matter before the Commissioner's Court of Fort Bend County for their consideration. Please respond to this email by Wednesday, December 5, 2018, 4:00 PM.

Yes, I agree to renewing our agreement with Fort Bend County under the same terms and conditions.
 No, I do not wish to renew our agreement with Fort Bend County.

If Yes, please provide a Form 1295 along with this renewal form by replying to this email.

Effective January 1, 2016 all contracts executed by Commissioners Court, regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties", per the new Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, RFP, SOQ or any contracts, contract amendments, extensions or renewals are required to complete the Form 1295 online through the State of Texas Ethics Commission website. Please visit:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

On-line instructions:

Name of governmental entity is to read: Fort Bend County.

Identification number used by the governmental entity is: B18-036

Description is to read: Term Contract for Stationary

After receiving the Form 1295 with the Certification Number and Date Filed, please print the form, have notarized and sign, then email the Form 1295 and this Term Contract Renewal Form to cheryl.krejci@fortbendcountytexas.gov. However, if your company is publicly traded you are not required to complete this form.

Michael Hensley 12/11/18
Signature of Authorized Representative Date

MICHAEL HENSLEY
Printed Name and Title of Authorized Representative

**Fort Bend County Tabulation
Bid 18-036
Term Contract for Stationary**

Term: 26 February 2018 through 31 March 2019

Awarded 2.6.18: Reflection Printing

***Amended 5.21.18**

Description	Lawson Numbers	Reflection Printing Houston
Form 1295		Yes
Letterhead Stationary		
Stock Paper, Case of 5000 Sheets *** = Purchasing Only	6271	\$ 149.57
Foiling of Gold Seal on Letterhead, Case of 5000 Sheets***	12445	\$ 144.38
Typesetting Fee for 1st quantity of 500	13377	\$ 15.00
Personalized Printing 500	6272	\$ 21.00
Personalized Printing 1000	6273	\$ 25.00
Personalized Printing 2500	6274	\$ 53.00
Envelopes with flat black seal		
Typesetting Fee for 1st quantity of 500	13378	\$ 15.00
Personalized Envelopes 500	6275	\$ 26.00
Personalized Envelopes 1000	6276	\$ 39.00
Personalized Envelopes 2500	6277	\$ 79.00
Window Envelopes with flat black seal		
Typesetting Fee for 1st quantity of 500	13379	\$ 15.00
Personalized Window Envelopes 500	6278	\$ 26.00
Personalized Window Envelopes 1000	6279	\$ 39.00
Personalized Window Envelopes 2500	6280	\$ 79.00
Business Cards		
Stock Cards w/Gold Seal 500***	6281	\$ 6.29
Typesetting Fee for 1st quantity of 500 per person	13380	\$ 15.00
Personalized Bus Card 1 Sided 500	6282	\$ 19.00
*Typesetting Fee for 2-Sided, 1st quantity of 500 per person	*13381	*\$ 25.00
Personalized Bus Card 2 Sides 500	6283	\$ 32.00
*** = Purchasing Only		

Departments inputting requisitions will need to include the Typesetting Fee Lawson Numbers for the first quantity of 500 for Letterhead, Envelopes, and Business Cards.

↓See next page.

Examples:

Business Cards

*Ordering one (1) box of business cards for Employee #1, enter Lawson # 13380 for a quantity of one (1) and Lawson # 6282 for a quantity of one (1).

*Ordering two (2) boxes of business cards for Employee #2, enter Lawson # 13380 for a quantity of one (1) and Lawson # 6282 for a quantity of two (2).

*Ordering two (2) boxes of 2-sided business cards for Employee #3, enter Lawson # 13381 for a quantity of one (1) and Lawson # 6283 for a quantity of two (2).

Envelopes

*Ordering five (5) boxes of 2500 envelopes, enter Lawson # 13379 for a quantity of one (1) and Lawson # 6277 for a quantity of five (5).

Letterhead

*Ordering 2,000 sheets of letterhead, enter Lawson # 13377 for a quantity of one (1) and Lawson # 6273 for a quantity of two (2).