



OFFICE OF COUNTY PURCHASING AGENT
Fort Bend County, Texas

Term Contract Renewal Form

Solicitation #: Bid 25-008

Title: Term Contract for Stationery Printing & Supplies

Contracted Vendor: Pamela Printing Company

Mr. Smith,

Our contract with your company for the above referenced expires September 30, 2025. Contract provisions allow for renewal of this contract if mutually agreeable.

If your company wishes to renew this contract through September 30, 2026 under the same terms and conditions, please complete the information below and return this form along with a Form 1295 by e-mail to krystle.sanchez@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 5:00 pm, Monday, July 7, 2025.

☒

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 new Form 1295 along with this renewal form by replying to this email. The Form 1295 must be new; previous 1295s are not permitted.

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/filinginfo/1295/>

On-line instructions:

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

Identification number used by the governmental entity is: B25-008.

Description is to read: Stationery Printing & Supplies.

After receiving the Form 1295 with a new Certification Number and Date Filed, please print the form and complete box 6, sign, then email the Form 1295 and this signed Term Contract Renewal Form to krystle.sanchez@fortbendcountytexas.gov. If your company is publicly traded you are not required to complete this form.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

[Handwritten Signature]

7/1/25

DAVID Smith VP

Fort Bend County Tabulation
Bid 25-008
Term Contract for Stationery Printing and Supplies

Term: October 1, 2024 through September 30, 2025

Awarded 8/27/2024: Pamela Printing Company

Description			Pamela Printing Company Sugar Land		Arching Oaks Investments, LLC dba Reflection Printing Houston	
Letterhead Stationery	Lawson Number	Estimated Annual Quantity	Unit Bid Price	Extended Price	Unit Bid Price	Extended Price
Stock Paper, Case of 5000 sheets	6271	15	\$ 350.00	\$ 5,250.00	\$ 399.00	\$ 5,985.00
Vendor complete Minimum Order → 36 Cases						
Foiling of Gold Seal on Letterhead, Case of 5000 Sheets	12445	15	\$ 265.00	\$ 3,975.00	\$ 296.00	\$ 4,440.00
Vendor complete Minimum Order → 30 Cases						
Letterhead 500 Personalized includes Typeset	6272	15	\$ 40.00	\$ 600.00	\$ 59.00	\$ 885.00
Letterhead 1000 Personalized includes Typeset	6273	8	\$ 58.00	\$ 464.00	\$ 79.00	\$ 632.00
Letterhead, 2500 Personalized includes Typeset	6274	15	\$ 74.00	\$ 1,110.00	\$ 96.00	\$ 1,440.00
Envelopes with flat black seal						
Envelopes 500 Personalized includes Typeset	6275	25	\$ 60.00	\$ 1,500.00	\$ 89.00	\$ 2,225.00
Envelopes 1000 Personalized includes Typeset	6276	10	\$ 90.00	\$ 900.00	\$ 149.00	\$ 1,490.00
Envelopes 2500 Personalized includes Typeset	6277	40	\$ 198.00	\$ 7,920.00	\$ 249.00	\$ 9,960.00
Window Envelopes with flat black seal						
Window Envelopes 500 Personalized includes Typeset	6278	20	\$ 65.00	\$ 1,300.00	\$ 99.00	\$ 1,980.00
Window Envelopes 1000 Personalized includes Typeset	6279	1	\$ 103.00	\$ 103.00	\$ 170.00	\$ 170.00
Window Envelopes 2500 Personalized includes Typeset	6280	35	\$ 213.00	\$ 7,455.00	\$ 269.00	\$ 9,415.00
Business Cards						
Stock Cards includes Gold Foil Seal Box of 500 cards	6281	650	\$ 14.00	\$ 9,100.00	\$ 14.99	\$ 9,743.50
Vendor complete Minimum Order → 500 Cards						
Bus Cards 500 1 Side Personalized includes Typeset	6282	200	\$ 43.00	\$ 8,600.00	\$ 43.00	\$ 8,600.00
Bus Cards 500 2 Sides Personalized includes Typeset	6283	60	\$ 87.00	\$ 5,220.00	\$ 86.00	\$ 5,160.00
	Grand Total:		\$ 53,497.00		\$ 62,125.50	