

COUNTY JUDGE
RECEIVED
SEP 13 2013

MEMORANDUM

TO: Judge Robert Hebert
County Judge

B13-084 (1)

9/10/13 # 246

FROM: Debbie Kaminski
Assistant Purchasing Agent

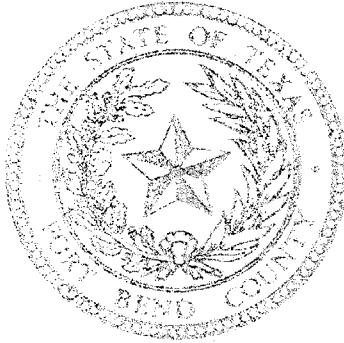
SUBJECT: Please sign and date the attached contract(s) approved in
Commissioners Court on September 10, 2013. Thank you.

DATE: September 12, 2013

→ **RETURN TO:** Norma Weaver
9-24-13 Administrative Assistant
Purchasing Department
301 Jackson, Suite 201
Richmond, Texas 77469

*Horizon Concepts - 1 original

***Fort Bend County, Texas
Invitation for Bid***



***Printing and Mailing of Voter Registration Cards
for Fort Bend County
BID 13-084***

SUBMIT BIDS TO:

Fort Bend County
Purchasing Department
Travis Annex
301 Jackson, Suite 201
Richmond, TX 77469

****NOTE:**
All correspondence must include the term
"Purchasing Department" in address to assist in
proper delivery

SUBMIT NO LATER THAN:

Thursday, August 29, 2013
1:30 PM (Central)

MARK ENVELOPE:

Bid 13-084
Voter Certificates

***ALL BIDS MUST BE RECEIVED IN COUNTY PURCHASING OFFICE
BEFORE RECEIVING DATE AND TIME SPECIFIED.
BIDS RECEIVED WILL THEN BE OPENED AND PUBLICLY READ.
BIDS RECEIVED AFTER THE SPECIFIED TIME WILL BE RETURNED
UNOPENED.***

Results will not be given by phone.
Results will be provided to bidders in writing
after Commissioners Court award.

Fort Bend County is always conscious
and extremely appreciative of your effort
in the preparation of this bid. Requests for
information must be in writing and directed
to:
Debbie Kaminski, CPPB
Assistant County Purchasing Agent
Debbie.Kaminski@fortbendcountytexas.gov



Web Design Printing Banners Posters Direct Mail Catalogs Newsletters Brochures

COMPANY OVERVIEW

Since 2006, Horizon Concepts has created, designed and produced hundreds of *Award Winning*, captivating graphic design projects for a wide range of clientele.

From logo design, to branding strategy, to marketing and communications campaigns, to web-site design, we have mastered all aspects of print, web and campaign work.

When working with a customer, we brainstorm, discuss and develop a comprehensive plan that covers all available avenues of exposure that will obtain the best results. Some of our specialties are:

Designing and creating printed materials, i.e., Visitor's Guides, Postcards, Newsletters, Maps, Permits, Brochures, Catalogs, Calendars, Continuous and Snap-Out Forms, Direct Mailings, Envelopes, Letterheads and Postcards

- **Photography, Copywriting, Logo Design, Branding Materials**
- **CD & DVD Packaging Design**
- **Creation of Interactive Web & Video to support and coincide with release of printed materials**
- **Design and Creation of email marketing blasts**

We have played an instrumental part in assisting and producing work for several state and local agencies (see references). We have designed, produced, printed and mailed hundreds of thousands of newsletters, catalogs, postcards, calendars and brochures. Our pricing is excellent and our delivery time is always punctual.

REFERENCES

State of Vermont – Dept. of Tourism & Marketing

20 National Life Drive, Montpelier, VT 05682

Greg Gerdel – Phone: (802) 828-5597

Date: June 2013

Large Fold-out Bicycle Map – Designed and Printed

Pierce County, Washington

615 S. 9th Street, Tacoma, WA 98405

Shawn Phelps – Phone: 253-798-3552

Date: May, 2013

Large Fold-Out Bike Maps – Designed and Printed

Town of Ramapo, NY

237 Rt. 59, Suffern, NY 10901

Michelle Antosca – Phone (845) 357-5100

Date: February 2013

Design, Layout and Printing of Visitor's/Activity Guide

Natural Heritage Trust, New York State

Albany, NY 12238

Sarah Stevens – Phone: (518) 237-8643

Date: August, 2012 & June 2013

All graphics, design and production for

Flag Exhibit in State Capitol

Hudson County Office on Aging, NJ

595 County Avenue, Secaucus, New Jersey 07094

Andrea C. Drenzek, M.P.H. – Phone: 201-369-4313 x4140

Date: October, 2012

Design, layout and printing of Newsletter 25.5" x 11"

Lexington/Fayette Urban County, KY

200 East Main St., Lexington, KY40507

Ruby Philips – Phone (859) 258-3310

Date: December, 2012

Postcard printing

- 6.10 Vendor shall bear all costs for required postage.
- 6.11 Upon request, Vendor shall provide the Fort Bend County Elections Administrator with records of mailing by batch and date, including logs, or receipts provided by the USPS.
- 6.12 In the event the U.S. Postal Service has a price increase after vendor has submitted their bid or after bid award, the successful vendor must write a letter to the Purchasing Department and email to Debbie.Kaminski@fortbendcountytexas.gov requesting a price increase. Request may only be for the increase instituted by the U.S. Postal Service. Vendor may not proceed until written approval by the Purchasing Department.

7.0 REFERENCES:

All bidders must submit, **WITH BID**, at least three (3) references from clients for whom a project similar to that specified herein has been successfully accomplished. References must include client name, contact person and telephone number.

8.0 SUBCONTRACTING OF SERVICES:

Bidder may subcontract any portion of this contract. Bidder assumes all responsibilities for insuring all specifications are adhered to. No work may be performed outside the continental United States.

9.0 ENCLOSURE:

Enclosure #1: State of Texas Directive

10.0 BID PRICE:

Bid price to include all postage, materials, supplies, equipment, tools, services, labor and supervision necessary to print and mass mail the voter registration cards, as specified herein, FOB Fort Bend County:

<u>Estimated Quantity</u>	<u>Description</u>	<u>Price per 1000</u>	<u>Total</u>
330,000	Voter registration cards printed with barcodes and variable data, postage and mailing. Price includes postage	\$ <u>221.60</u>	\$ <u>73,130.⁰⁰</u>
150,000	Blank card printed 4 up on legal size stock (37,500 sheets).	\$ <u>16.466</u>	\$ <u>24.70</u>

Initials of Bidder: 

11.0 FORT BEND COUNTY REPRESENTATIVE:

Point of contact for this contract is Debbie Kaminski, CPPB, Assistant County Purchasing Agent
Debbie.Kaminski@fortbendcountytexas.gov.

12.0 REQUIRED FORMS:

All vendors submitting are required to complete the attached and return with submission:

- 12.1 Vendor Form
- 12.2 W9 Form
- 12.3 Tax Form/Debt/Residence Certification

CONTRACT SHEET

Bid # B13-684

THE STATE OF TEXAS
COUNTY OF FORT BEND


This memorandum of agreement made and entered into on the 10th day of September, 2013, by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by County Judge Robert Hebert, by virtue of an order of Fort Bend County Commissioners Court, and FORIZON CONCEPTS (company name) (hereinafter designated Contractor).

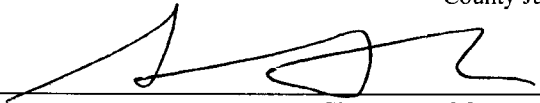
WITNESSETH:

The Contractor and the County agree that the bid and specifications for the **Voter Certificates** which are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall constitute the full agreement and contract between parties and for furnishing the items set out and described; the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this 23rd day of September, 2013.

By:  Fort Bend County, Texas
County Judge

By: 
Signature of Contractor

By: STEVE ORON - PARTNER
Printed Name and Title

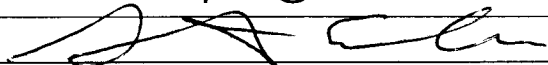


COUNTY PURCHASING AGENT
Fort Bend County, Texas

Gilbert D. Jalomo, Jr., CPPB
County Purchasing Agent

(281) 341-8640
Fax (281) 341-8642 or 341-8645

Vendor Information

Federal ID # or S.S #	Dun and Bradstreet #	
Type of Business	<input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization	
Legal Company Name	Horizon Concepts Year Business was Established <u>2006</u>	
Remittance Address	1102 Laux Place	
City/State/Zip	Bellmore, NY 11710	
Physical Address	1102 Laux Place	
City/State/Zip	Bellmore, NY 11710	
County	<input type="checkbox"/> Fort Bend County Other: <u>Nassau</u>	
Phone/Fax Number	Phone: <u>516-695-7740</u> Fax: <u>516-221-1217</u>	
Contact Person	Steve Okon	
E-mail	horizonconcepts1@hotmail.com	
Special Notes	 8/26/13	
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise Certification # _____ <input checked="" type="checkbox"/> SBE-Small Business Enterprise Certification # _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business Certification # _____ <input type="checkbox"/> WBE-Women's Business Enterprise Certification # _____ <input type="checkbox"/> MBE-Minority Business Enterprise Certification # _____	
Company's gross annual receipts:	<input type="checkbox"/> < \$500,000 <input checked="" type="checkbox"/> \$500,000-\$4,999,999 <input type="checkbox"/> \$5,000,000-\$16,999,999 <input type="checkbox"/> \$17,000,000-\$22,399,999 <input type="checkbox"/> >\$22,400,000	
NAICs codes (Please enter all that apply).	323111, 323117, 511110, 323113, 511120, 511140	

PLEASE NOTE: W-9 needs to be attached in order to be entered into our system

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions
on page 2.

Name (as shown on your income tax return)

Steve Okon

Business name, if different from above

Horizon Concepts

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☒ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☒ Exempt
payee

Address (number, street, and apt. or suite no.)

1102 Laux Place

City, state, and ZIP code

Bellmore, NY 11710

Requester's name and address (optional)

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶ **8/26/13**

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Job No.: 13084

TAX FORM/DEBT/ RESIDENCE CERTIFICATION
(for Advertised Projects)

Taxpayer Identification Number (T.I. _____)

Company Name submitting Bid/Proposal: Horizon Concepts

Mailing Address: 1102 Laux Place, Bellmore, NY 11710

Are you registered to do business in the State of Texas? ☒ Yes ☐ No

If you are an individual, list the names and addresses of any partnership of which you are a general partner or any assumed name(s) under which you operate your business

- I. **Property:** List all taxable property in Fort Bend County owned by you or above partnerships as well as any d/b/a names. Include real and personal property as well as mineral interest accounts. (Use a second sheet of paper if necessary.)

<u>Fort Bend County Tax Acct. No.*</u>	<u>Property address or location**</u>
_____	_____
_____	_____
_____	_____
_____	_____

* This is the property account identification number assigned by the Fort Bend County Appraisal District.
** For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.

- II. **Fort Bend County Debt** - Do you owe any debts to Fort Bend County (taxes on properties listed in I above, tickets, fines, tolls, court judgments, etc.)?

Yes ☒ No ☐ If yes, attach a separate page explaining the debt.

- III. **Residence Certification** - Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Fort Bend 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 Government Code
[Company Name]
§2252.001.

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