



# OFFICE OF COUNTY PURCHASING AGENT

Fort Bend County, Texas

## Term Contract Renewal Form

Solicitation #: Bid 15-063

Title: Term Contract for Printing & Mailing of Tax Statements

Contracted Vendor: HOV Services, Inc.

Ms. Harris and/or Mr. Trejos,

Our contract with your company for the above referenced expires May 31, 2018. Contract provisions allow for renewal of this contract if mutually agreeable.

If your company wishes to renew this contract through May 31, 2019 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](mailto: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 10:00 am, Friday, March 16, 2018.

☒ 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/whatsnew/elf\\_info\\_form1295.htm](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: B15-063.

Description is to read: Printing & Mailing of Tax Statements.

After receiving the Form 1295 with a new Certification Number and Date Filed, please print the form, sign, then email the Form 1295 and this Term Contract Renewal Form to [cheryl.krejci@fortbendcountytexas.gov](mailto:cheryl.krejci@fortbendcountytexas.gov). If your company is publicly traded you are not required to complete this form.

Signature of Authorized Representative

Apr 12, 2018

Date

RONALD COGBURN, CEO

Printed Name and Title of Authorized Representative

APPROVED AS TO FORM  
04/05/2018  
RSE/

**Tabulation  
 BID 15-063  
 Term Contract for Printing and Mailing of Tax Statements**

**Term: 1 June 2015 through 31 May 2016**

**Awarded 4.14.15: HOV Services Inc.**

**Renewal Term: 1 June 2016 through 31 May 2017**

**Renewal Term: 1 June 2017 through 31 May 2018**

**Lawson # 11980**

Description	Estimated Quantity	Hov Services Inc.	
		Unit Bid Price	Extended Price
Design and Print 8-1/2" x 11" Statements	225,000	\$ 0.0890	\$ 20,025.00
Design and Print 8-1/2" x 11" Reminder Statements	25,000	\$ 0.0480	\$ 1,200.00
Design and Print 8-1/2" x 11" Duplex Insert	200,000	\$ 0.0210	\$ 4,200.00
Print 8-1/2" x 11" over 65 Letter	25,000	\$ 0.0480	\$ 1,200.00
#10 Window Envelope	200,000	\$ 0.0190	\$ 3,800.00
#9 Envelope- Green	170,000	\$ 0.0180	\$ 3,060.00
9" x 12" Envelope	1,100	\$ 0.0511	\$ 56.21
Mailing Services for Statements and Agents (including over 65 letters)	1	\$ 150.00	\$ 150.00
Tax Rolls (quantity is amount of images, 37,500 duplex)	75,000	\$ 0.0175	\$ 1,312.50
Circular Bind	142	\$ 4.00	\$ 568.00
CDs (original + 2 copies) and Microfilm (original) of Tax Roll	1	\$ 1,725.00	\$ 1,725.00
COLD System Individual Indexed PDF's	250,000	\$ 0.0085	\$ 2,125.00
Estimated Annual Total:			\$39,421.71

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

HOV Services, Inc.  
Irving, TX United States

Certificate Number:  
2018-335012

Date Filed:  
04/05/2018

Date Acknowledged:  
05/08/2018

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Fort Bend County

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

B15-063  
Printing & Mailing of Tax Statements

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**



**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)