OFFICE OF COUNTY AUDITOR

Kristen Klein, CPA
County Auditor

Kathy Thomas
Purchasing Coordinator

GUADALUPE COUNTY, TEXAS

Guadalupe County
307 W. Court, Suite 205
Seguin, Texas 78155

830-303-8855
FAX 830-303-1541

INVITATION FOR BIDS

PHARMACEUTICALS FOR INMATES
(PRESCRIPTION DRUGS, INDIVIDUAL PRESCRIPTIONS AND BULK PRESCRIPTIONS)

OPENING DATE: 2 PM – THURSDAY FEBRUARY 2, 2012

BID NUMBER 12-3910

SEALED BIDS, SUBJECT TO THE BID DOCUMENTS HERETO ATTACHED, FOR PHARMACEUTICALS FOR INMATES (PRESCRIPTION DRUGS) ARE BEING ACCEPTED AS SET FORTH IN THIS BID DOCUMENT.

MARCH 1, 2012 – FEBRUARY 28, 2014

THIS CONTRACT IS FOR A TWO (2) YEAR PERIOD,
WITH TWO (2) POSSIBLE TWO-YEAR EXTENSIONS
(SUBJECT TO SECOND AND SUBSEQUENT YEAR FUNDING).

VENDOR IDENTIFICATION

_____
LEGAL NAME OF CONTRACTING COMPANY

_____ _____
TELEPHONE NUMBER FACSIMILE NUMBER

_____ _____
CONTACT PERSON TITLE

_____ _____ _____
COMPLETE MAILING ADDRESS CITY & STATE ZIP

_____ _____ _____
COMPLETE STREET ADDRESS CITY & STATE ZIP

BID SUBMISSIONS

DEADLINE / BID OPENING: Bids must be received in the County Judge's office prior to **2:00 pm on Thursday, February 2, 2012**. Bids will be publicly opened at 2:00 pm or soon thereafter in the Guadalupe County Commissioners Courtroom, Guadalupe County Justice Center, 211 W. Court, Seguin, TX 78155. ***Late bids will not be accepted under any circumstances!***

LATE BIDS: Bids received after submission deadline will not be opened and will be considered void and unacceptable and will be returned to the bidder unopened.

Guadalupe County is not responsible for lateness of mail, courier service, etc.

ADDRESS: Sealed bids may be hand-delivered or mailed to County Judge Mike Wiggins, Guadalupe County, 211 W. Court, Seguin, Texas 78155.

SUBMITTAL: Completed Bids, original and one (1) copy, must be in a sealed envelope clearly marked with "PHARMACEUTICALS FOR INMATES", "BID NUMBER 12-3910", and "FEBRUARY 2, 2012 at 2 PM" written in the lower left-hand corner of the envelope containing the bid.

METHODS: All bids must be returned in a sealed envelope with the bid name, number, opening date, and time clearly marked on the outside. **If an overnight delivery service is used,** the bid name, number, opening date, and time must be clearly marked on the outside of the delivery service envelope. Facsimile and electronic mail transmittals are not acceptable.

WITHDRAWAL OR ALTERATIONS OF BID
Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids may not be amended, altered, or withdrawn without the recommendation of the County Auditor and the approval of the Commissioners' Court.

TAX EXEMPT STATUS: GUADALUPE County is exempt from state and local sales and use taxes under Section 151.309 of the Texas Tax Code. This Contract is deemed a separate contract for Texas tax purposes, and as such, the County hereby issues its Texas Exemption for the purchase of any items qualifying for exemption under this agreement. Vendor is to issue its Texas Resale Certificate to contractors and subcontractors for such items qualifying for this exemption, and further, vendor should state these items at cost.

BID REQUIREMENTS

COMPLETED BID: A completed bid means an original bid and one (1) copy must be submitted of each of the following:

Vendor Identification (page 1)
Bid Submission Form (page 8)
Contract page (page 9)
Affidavit (page 10)
Conflict of Interest Questionnaire (page 11 & 12).

Each of these must be COMPLETED AND SIGNED. The contract will be binding only when signed by the County Judge, Guadalupe County.

LEGIBILITY: Bids must be legible and of a quality that can be reproduced. All bid submissions must be typed or printed in ink.

FORMS: All bids must be submitted on the forms provided in the bid document. Changes to the bid forms made by bidders shall disqualify the bid. Bids cannot be altered or amended after the submission deadline.

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, Guadalupe County's interpretation shall govern.

AWARD

CONTRACT PERIOD: This contract is for the

period from March 1, 2012 through February 28, 2014, with two (2) two-year extensions that would require Commissioners Court and Vendor approval for a possible total contract period of five (6) years. This contract is subject to second and subsequent year funding by Guadalupe County Commissioners Court (See Funding Out Clause below.)

FUNDING OUT CLAUSE: Notwithstanding any contrary provision of this agreement, each payment obligation of the County created by this agreement is conditioned upon the availability of funds that are appropriated or allocated for the pharmaceuticals for inmates (prescription and non-prescription drugs). If such funds are not allocated and available, this agreement may be terminated by the County at the end of the period for which funds are available. The County shall notify the Vendor at the earliest possible time before such termination. No penalty shall accrue to the County in the event this provision is exercised, and the County shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed so as to permit the County to terminate this agreement in order to purchase pharmaceuticals from another party.

CONTRACT AWARD: Criteria utilized by Guadalupe County for determining the lowest responsible bidder includes, but is not limited to, whether the bidder meets the County's published specifications, the bidder's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor which could reasonably be asserted as being relevant to successful performance.

Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age, and disability in the employment or provision of services or awarding of contracts.

USE OF STATE CONTRACT: Guadalupe County reserves the right to purchase prescriptions drugs from the State of Texas Comptrollers of Public Accounts Cooperative Purchasing Program (also referred to as the "State contract".)

CONTRACT: This Bid, when properly accepted by Guadalupe County, shall constitute a contract equally binding between the successful bidder and Guadalupe County.

REJECTION OR ACCEPTANCE: It is understood that the Commissioners Court of Guadalupe County, Texas, reserves the right to accept or reject any and/or all bids for any or all materials and/or services covered in this bid request, and to waive informalities or defects in the bid or to accept such bid it shall deem to be in the best interest of Guadalupe County.

CONTRACT ADMINISTRATION: Under this contract, Robert Hernandez, Jail Administrator, Guadalupe County, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection, and delivery. The contract administrator will serve as liaison between Guadalupe County Commissioner's Court and the successful bidder.

FORCE MAJURE: Neither party shall be responsible for delays caused by "Acts of God," non-county governmental processes, national emergency or any other causes beyond their reasonable control. Upon the discovery of such an event, the affected party shall notify the other and arrange a meeting to propose a program for a solution to the problem and if necessary, to establish an estimated period of time of suspension or extension of the work.

SPECIFICATIONS

Guadalupe County is requesting bids for Pharmaceuticals (prescription drugs) for inmates at the Guadalupe County Jail (Brand Name, Generic and Bulk Form Pharmaceuticals *as prescribed by physician*).

GENERIC PRESCRIPTION DRUGS shall be provided for all orders unless attending physician states "BRAND NAME ONLY."

ON CALL STATUS: Pharmacist must be on call 24 hours a day, 7 days a week for

emergency orders.

ORDERING: Orders for pharmaceuticals are usually faxed in to the pharmacy before 7 p.m., Monday through Saturday by the night shift nurse on duty (except in cases of emergency) for delivery Monday through Saturday. (The Saturday order is for delivery on Monday.)

Except in cases of emergency, orders are generally not placed, and delivery is not expected, on Sundays or Holidays.

DELIVERY TIME: Prescription Drugs shall be delivered to the Guadalupe County Jail Facility **within 24 hours** of time order is placed.

DELIVERY: Vendor shall deliver medication to the Guadalupe County Jail located at 2617 N. Guadalupe, Seguin, Texas 78155.

Vendor will be required to notify the Guadalupe County Jail (Staff on duty) in the event of unforeseen delay in the delivery of an order. In the event an order will not arrive at the Guadalupe County facility within the designated time, Guadalupe County shall have the right to refuse acceptance of the order.

PACKAGING: Medication shall be provided in sealed medication cards as individually packed, vacuum-sealed, bubble wrap packaging, or its equivalent. All drugs must be packaged so as to protected from damage due to normal shipping and handling and the elements.

RETURNS: Credit will be issued on medications, in full or partial cards, at 100% of the amount billed less a minimal restocking fee.

Credit will be requested only for those medications non-controlled tablets or capsules remaining in the original blister packaging provided they are within three (3) months of expiration, have not been released to the inmate population, and are permitted for return by the State Board of Pharmacy and FDA.

LABELING: Prescriptions must be appropriately labeled showing the drug name, dosage, and quantity in container, expiration date, and special instructions that may apply.

QUANTITY/SUPPLY: The County generally orders prescriptions to cover a ninety (90) day supply. The County does not guarantee to purchase any minimum quantity.

MINIMUM SHIPMENT ORDER (NUMBER OF PRESCRIPTIONS OR DOLLAR AMOUNT): The Vendor may not limit an order or shipment of an order with a “minimum dollar amount.”

MATERIAL DATA SHEET(S): Material Data Sheet(s) must be provided as required to comply with the law.

ONE VENDOR: This Contract will be awarded to one vendor. Award shall be based on the lowest fee per item for Brand Name and Generic prescription drugs.

DRUG TOPICS RED BOOK: Prices will be tied to the average wholesale price as published monthly in the Drug Topics Red Book, or comparable publication.

THE PERCENTAGE DISCOUNT CANNOT BE RAISED DURING THE CONTRACT PERIOD.

PRICES ALL INCLUSIVE: Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of this contract. Pricing on all transportation, freight, and other charges are to be prepaid by the contractor and included in the bid prices.

PURCHASING OUTSIDE CONTRACT: In the event the Vendor is unable to furnish any item within a reasonable time after order is placed due to any reason beyond the Vendor’s control, the County reserves the right to purchase these items from the source of its choice without causing this contract to be cancelled.

EMERGENCY MEDICATION: Emergency medication must be delivered to the Guadalupe County Jail within three (3) hours order after the order is placed. (Guadalupe County does have to keep emergency stock for common emergency problems.)

CLASS A PHARMACY PERMIT: Vendor must

show proof of a current Class A Pharmacy Permit and a valid Pharmacist license to practice in the State of Texas.

DRUG REVIEWS: Pharmacist must be available to periodically visit facility to review drugs on hand, be willing to perform drug reviews (using indicators), be available for consultation, and provide in service programs at Adult Detention facility as needed.

TERMS AND CONDITIONS

THIRD PARTY-BILLING REQUIREMENT: This contract shall include prescriptions ordered for inmates boarded by outside agencies at the Guadalupe County Adult Detention Facility. Vendor shall bill these agencies directly and accounts will be set up as needed. This can include U.S. Immigration and Customs Enforcement, Federal Marshal, and other governmental agencies. There can be approximately twenty outside agencies housing inmates in the Guadalupe County Adult Detention Facility.

DISCLOSURE REQUIREMENTS: In accordance with Local Government Code §176.004, all prospective bidders **shall complete the conflict of interest questionnaire and submit it with their bid**.

(The Texas Legislature passed House Bill 914 during the 2005 legislative session, which requires the conflict of interest questionnaire to be completed. This can be referenced under Local Government Code, Chapter 176. Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information.)

ETHICS: The bidder shall not accept, offer or give gifts or anything of value nor enter into any business agreement with any employee, official or agent of Guadalupe County.

CONFLICT OF INTEREST: No public official or employee shall have interest in this contract in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171. Further, the County's public officials, employees, and agents shall be prohibited from participating in the selection, award or administration of this contract or third party contract or sub-award of this contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the entity selected for award: (a) a public official, employee, or agent; (b) any member of his or her immediate family; (c) his or her partner; or (d) an organization that employs, or intends to employ, any of the above.

The County's public officials and employees are prohibited from soliciting or accepting gratuities, favors or anything of monetary value from vendors, or parties to any sub-agreements resulting from this contract.

DOCUMENTATION: Bidder shall provide with this bid response, all documentation required by this bid. Failure to provide this information may result in rejection of the bid.

TERMINATION FOR DEFAULT: Guadalupe County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of this contract. Non-Performance of the bidder shall be a basis for termination of the contract by the County. The County shall not pay for any commodities/services that are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

CANCELLATION OF CONTRACT: Either party may terminate this contact with 60 (sixty) days written notice. Written notice to the County must be sent by certified mail to Arnold Zwicke, Sheriff, Guadalupe County, 2617 N. Guadalupe, Seguin, Texas 78155. Written notice to the Vendor must be sent by certified mail to name and address submitted in the invitation to bid.

INSURANCE: All insurance requirements, including public liability and workers' compensation, as outlined in Texas State Statutes shall be met prior to any delivery and shall remain in effect during the life of the contract. Certification of such coverage must be

provided to the County upon request.

START OF WORK: Vendors are not authorized to officially begin work or make delivery until a contract, signed by the proper parties, is executed and a duly authorized purchase order has been issued. Guadalupe County accepts no liability of any kind for products or services furnished and / or delivered without proper authorization.

INVOICING: Invoices shall be sent directly to the Guadalupe County Jail, attention Larry Nicholson, 2617 N. Guadalupe Street, Seguin, Texas 78155. Payments will be processed within thirty (30) days after receipt of invoice or items, whichever is later.

Invoices must be itemized. A packing list or invoice shall accompany each shipment and shall show:

a) Name and address of vendor
b) Name of receiving department
c) Inmates name and sheriff's office id number (SO number)
d) Date of delivery
e) Description of material shipped, including item numbers and quantities

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the invoice. Payment inquiries should be directed to the Auditor's Office, Accounts Payable: Sharon Riggs 830-303-4188 ext. 370.

ASSIGNMENT OF CONTRACT: The successful vendor may not assign, sell, or otherwise transfer this contract without written permission of the Guadalupe County Commissioners Court.

VENDOR'S RECORDS: County shall have access at all reasonable hours, upon reasonable advance notice, to all Vendor's records, customer service cards, and all papers relating to the operation of said Contract with Guadalupe County, Texas. Upon request, the Vendor shall furnish to the County reports of the results of all complaints and investigations received and actions taken by Vendor.

APPLICABLE LAWS: Vendor MUST COMPLY with all federal, state, county, and local laws.

SILENCE OF SPECIFICATIONS: The apparent silence of these 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 these specifications shall be made on the basis of this statement.

HOLD HARMLESS AGREEMENT: Contractor shall indemnify and hold Guadalupe County harmless from all claims for personal injury, death and / or property damage arising from any cause whatsoever, 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.

NON-COLLUSION: The Vendor, by submitting a signed bid, certifies that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

ANTI-TRUST LAWS: The Vendor hereby assigns to the County any and all claims for overcharges associated with this contract which arises under the anti-trust laws of the United States, 15, USCA section I et seq, and which arise under the anti-trust laws of the State of Texas, Tex. Bus. & Com. Code, section 15.1. et seq.

COST DISCUSSIONS: Prior to the public opening, all bids will remain sealed at the County. During this period, any discussion by any bidder with any employee or authorized representative of the County involving cost information may result in rejection of said bid.

NON-DISCRIMINATION: The Vendor, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin, or disability.

WAIVER OF SUBROGATION: By virtue of acceptance of this contract, both vendor and insurance carrier waive any and all rights whatsoever with regard to subrogation against Guadalupe County as an indirect party to any suit arising out of personal or property damages resulting from vendor's performance under this agreement.

QUESTIONS REGARDING BID DOCUMENTS: Questions concerning this bid should be directed to the Jail Administrator, Robert Hernandez, at 830-303-6342 ext. 234.

The County of Guadalupe does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

GUADALUPE COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT IN PART OR IN WHOLE ANY BIDS SUBMITTED, AND TO WAIVE ANY TECHNICALITIES FOR THE BEST INTEREST OF THE COUNTY.

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT.

BID SUBMISSION FORM

Guadalupe County is requesting bids for discounts off the current AVERAGE WHOLESALE PRICE (AWP), for all pharmaceuticals whether name brand or generic, individual prescriptions or bulk form pharmaceuticals to be delivered to the Guadalupe County Jail.

Any dispensing fees shall be figured in your discount, as dispensing fees will not be considered in the tabulation of this bid and could disqualify the bid.

Please fill in your discount percentage on the following:	% Discount off AWP
Brand Name Pharmaceuticals (prescription medication)	_____
Generic Pharmaceuticals (prescription medication)	_____

Guadalupe County reserves the right to compare charges against your AWP if deemed necessary by the County Auditor.

CERTIFICATION OF BID

The undersigned affirms that they are duly authorized to submit this bid, that this bid has not been prepared in collusion with any other bidder, and that the contents of this bid have not been communicated to any other bidder prior to the official opening of this bid.

_____
Signature of individual authorized to represent bidding firm

_____
Printed name of individual authorized to represent bidding firm

_____
Title of individual authorized to represent bidding firm

_____
Name of bidding firm

_____
Date

ANNUAL CONTRACT

The undersigned agrees, if this bid is accepted, to provide pharmaceuticals (prescription and non-prescription drugs) in accordance with the requirements set forth in this bid document.

The County reserves the right to accept or reject any bids submitted, and to waive any technicalities in the best interest of the County.

The undersigned, by his/her signature, affirms and represents that he/she is duly authorized to execute this contract and bind the bidder to fully comply with terms and conditions of the attached documents for the amount(s) shown on the accompanying bid sheets. Further, the undersigned affirms and represents that this bid has not been prepared in collusion with any other bidder, and that the contents of this bid have not been communicated to any other bidder prior to the official opening of this bid.

By signing below, you affirm that you have read the entire document and agree to the terms therein.

_____ _____

Signature of Person Authorized to Sign Contract: Date

Printed Name and Title of Signer:_____

Name of Company:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

E-mail:_____

Telephone:_____ Fax:_____

The Commissioners Court of Guadalupe County, Texas does hereby agree to contract for the prescription drugs with _____ for the period between March 1, 2012, and February 28, 2014, inclusive, with the possibility of two (2) two-year extensions, in accordance with the requirements set forth in the bid specifications.

PASSED THIS _____ DAY OF _____, 2012.

APPROVED: ATTEST:

_____ _____

MIKE WIGGINS, COUNTY JUDGE TERESA KIEL, COUNTY CLERK

AFFIDAVIT

STATE OF TEXAS §

COUNTY OF GUADALUPE §

BEFORE ME, the undersigned authority, on this day personally appeared _____ _____known to me to be the person whose name is subscribed to the following, who upon oath, says:

I am the Manager, Secretary or other agent or officer or the principal of the Bidder in the matter of the bids to which this affidavit is attached, and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool or combination to control the price of supplies bid on, or to influence any person to bid or not to bid thereon.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.

_____
Affiant

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath states that the facts contained in the above are true and correct, this _____ day of _____, 2012.

_____
Notary
Commission expires:
Notary Public in and for _____County, TX

NOTE: BIDS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person committs an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of person doing business with local governmental entity.**

2

☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.**

4 **Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.**

Adopted 11/02/2005

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ
Page 2

5 **Name of local government officer with whom filer has affilitation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

6

_____ _____

Signature of person doing business with the governmental entity Date

Adopted 11/02/2005

G U A D A L U P E C O U N T Y

I M P O R T A N T

BIDDER'S / PROPOSER'S CHECKLIST

Check off each of the following as the necessary action is completed.

[ ] The prices have been checked.

[ ] The BID SUBMISSION FORM has been completed, signed, dated and included in your bid package. (Page 8).

[ ] The CONTRACT with the County Commissioners has been completed, signed, dated and included in your bid package. (Page 9)

[ ] The AFFIDAVIT signed and notarized and included in your bid package. (Page 10)

[ ] The CONFLICT OF INTEREST QUESTIONNAIRE (Page 11-12) has been completed, signed, dated and included in your bid package.

[ ] The mailing envelope has been addressed to:

County Judge Mike Wiggins
Guadalupe County
211 W Court Street
Seguin, Texas 78155

[ ] The mailing envelope contains the original and one (1) copy.

[ ] The mailing envelope has been sealed and marked:

A. Bid or proposal number
B. Name of the bid or proposal
C. Opening date

GUADALUPE COUNTY AUDITOR'S OFFICE

WISHES TO THANK ALL VENDORS FOR THEIR PARTICIPATION.