

NOTICE TO BIDDERS

Sealed bids addressed to the Chambers County Clerk will be received at the Office of the County Judge until 2:00 Friday, December 15, 2017, for preservation and records management services for County permanent records.

The County seeks a vendor specializing in conservation and preservation services for governmental records, both paper and electronic. Services to bid include preservation (conservation treatments, deacidification, encapsulation), archival housing and storage solutions, imaging, indexing, micrographics, and records management services.

Bids shall be sealed separately and marked "**COUNTY CLERK PRESERVATION AND RECORDS MANAGEMENT PROJECT**", and forwarded to County Judge Jimmy Sylvia at the Chambers County Courthouse, mailing address; P.O. Box 939, Anahuac, TX 77514 and physical (Fed Ex/UPS) address; 404 Washington Avenue, Anahuac, Texas 77514.

The bidder should use unit pricing and supply a certificate of insurance showing Chambers County as an additional insured with a minimum Valuable Papers Insurance of \$1,000,000 (see invitation for bid- insurance). Payment by the county will be made within 30 days by check upon satisfactory completion of items and submission of invoice. There is no bond required.

Bid instructions can be obtained: 1.) in the County Purchasing Office, 404 Washington Avenue, Anahuac, TX 77514; 2.) by calling George Barrera, Purchasing Agent, at 409-267-2447; 3.) by downloading a copy from the Chambers County website <www.co.chambers.tx.us> under Public Notices.

Bids will be opened at 2:00 pm on December 15, 2017, in the Chambers County Judge's Conference Room, 2nd floor, 404 Washington Ave., Anahuac, TX 77514. No late bids will be considered. The bid award will be considered by the Chambers County Commissioners Court at the December 27, 2017 meeting.

The Chambers County Commissioners Court reserves the right to reject any or all bids received and may accept the one deemed most advantageous to the County