

## EXHIBIT "A"

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR  
"PRINTING TAX ROLLS, FOLDING, INSERTING, PRE-SORTING AND DELIVERING  
OF NEW TAX STATEMENTS FOR THE  
YEAR OF 2008 TO THE EDINBURG POST OFFICE"

BID NO: 2008-256-00-00-otm

**Bid Opening Date: \_\_\_\_\_, 2008 at 9:30 AM**

**DRAFT**

The County of Hidalgo is seeking bids to supply Hidalgo County Tax Assessor/Collector's office with a bid on the following items:

- Item I: Approximately 350,000 1-Part Laser Printed Tax Statements
- Item II: Approximately 100,000 Laser Printed Tax Roll Pages
- Item III: Folding, Inserting, Pre-Sorting, and Delivering of Tax Statements (Item I) to Edinburg Post Office.

All bids must be routed to: Martha L. Salazar, CPPB/Purchasing Agent, at 2812 S. Hwy 281- New Administration Building., Edinburg, Texas 78539. Written Questions will be accepted via facsimile no later than Wednesday, \_\_\_\_\_, 2008 at 5:00 p.m. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, \_\_\_\_\_, 2008. Telephone inquiries will not be accepted.

Only Bids that include the three (3) items will be considered. Bids should be in a cost per piece format based on the number of items listed above.

### **Specifications, Requirements and other Terms and Conditions**

#### **ITEM I. APPROXIMATELY 350,000 1-PART LASER PRINTED TAX STATEMENTS**

1. Size: 8 1/2" x 14" printed on two-sides.
2. Perforated for return payment stub (horizontal).
3. Laser printed on 20 lb. color paper in black ink.
4. Statement must be designed for the collection of taxes two-sides for multiple entities.
5. Statement must be designed to be mailed in a special window envelope provided by the Tax Office.
6. Printing on statement must conform to all U.S. Postal Service regulations for Automation Mailing Discounts. On August 1, 2007 the U.S.P.S. will adopt the new "Delivery Point Validation" (DPV) standards as it relates to this bid. The C.A.S.S. (Coding Accuracy Support System) Certification is provided by the Hidalgo County Appraisal District and the certified data will be loaded to our ACT software program and it will comply with U.S.P.S. Standards.
7. Provide (Delivery Point Barcode) on statement address to comply with U.S. Postal Service regulations.
8. All tax information for the statements must be extracted from print image magnetic tapes provided by Hidalgo County (**4MM dds3 or 8MM 112 Tape or FTP Availability**).
9. Print selected information in **Bar Code / OCR** in compliance with Tax Office and ACT Software requirements.
10. Print selected messages in English and Spanish.
11. Printed in zip code order and alphabetical order within the zip code.
12. **Statements must be printed in color paper.**
13. **Need PDF files of statements broken down by 600mb CDs. The PDF files need to be full text searchable.**

**EXHIBIT "A"**  
**S P E C I F I C A T I O N S**

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**ITEM II. APPROXIMATELY 100,000 LASER PRINTED TAX ROLL PAGES**

1. Laser printed on # 24 white paper.
2. Printed on 8 1/2" x 11" per sheet front and back (loose sheets), **(Do Not Bind)**
3. All information for tax roll must be extracted from print image magnetic tapes provided by the Hidalgo County Tax Office. **(4MM dds3 or 8MM 112 Tape or FTP).**
4. Tax roll must be printed as specified by Tax Office.
5. Need PDF files of tax rolls broken down by 600mb CDs. The PDF files need to be full text searchable.

**ITEM III. FOLDING, INSERTING, PRE-SORTING, AND DELIVERING OF TAX STATEMENT FOR THE YEAR 2008 (ITEM I) TO EDINBURG POST OFFICE**

1. Statements must be folded and inserted into a special window envelope, provided by the Tax Office so that name, address and Delivery Point Barcode is visible and in compliance with U. S. Postal Service specifications for automated processing.
2. Statement (s) insert, and a #9 return envelope will be inserted into a special window Permit envelope. Envelopes will be provided by the Tax Office.
3. Statements must be sorted and packaged in a manner that will minimize the cost of mailing. Sort statements in singles, doubles, triples or more to take advantage of Post Office discounts. All statements with the same owner and address must be consolidated and mailed in a single envelope or package. Mail must be pre-sorted in a manner to take advantage of all discounts offered by the U.S. Postal Service.
4. **Tapes or FTP File and Printing Instructions:**

**TAX STATEMENTS**

		<b>Printed</b>	
		<b>Tapes</b>	<b>Copies</b>
Non-Mortgage accounts	(Zip, Alpha)-----	1	1
Mortgage accounts	(Zip, Alpha)-----	1	1
Mortgage accounts	(Mort, X-Ref)-----	1	1

**TO BE MAILED BY TAX OFFICE**

**(APPROXIMATELY 35,000 MORTGAGE ACCOUNTS AND 35,000 CUSTOMER COPY FOR A TOTAL OF 70,000 )**

EXHIBIT "A"

S P E C I F I C A T I O N S

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**TAX ROLLS**

Real Property Tax Roll	(X-Ref)-----	1	1
Personal Property	(X-Ref)-----	1	1
Mineral	(X-Ref)-----	1	1
SEB-All Properties	(X-Ref) ACT # 41 -----	1	1
SEE-All Properties	(X-Ref) ACT # 42 -----	1	1
SPA-All Properties	(X-Ref) ACT # 43 -----	1	1
SLV-All Properties	(X-Ref) ACT # 44 -----	1	1
SMA-All Properties	(X-Ref) ACT # 45 -----	1	1
SMC-All Properties	(X-Ref) ACT # 46 -----	1	1
SML-All Properties	(X-Ref) ACT # 47 -----	1	1
SMS-All Properties	(X-Ref) ACT # 48 -----	1	1
SLJ-All Properties	(X-Ref) ACT # 49 -----	1	1
SPR-All Properties	(X-Ref) ACT # 50 -----	1	1
SSL-All Properties	(X-Ref) ACT # 51 -----	1	1
SVV-All Properties	(X-Ref) ACT # 52 -----	1	1
SWL-All Properties	(X-Ref) ACT # 53 -----	1	1
CAN-All Properties	(X-Ref) ACT # 21 -----	1	1
CED-All Properties	(X-Ref) ACT # 24 -----	1	1
CGR-All Properties	(X-Ref) ACT# 25 -----	1	1
CLV-All Properties	(X-Ref) ACT # 26 -----	1	1
CMC-All Properties	(X-Ref) ACT # 28 -----	1	1
CMS-All Properties	(X-Ref) ACT # 32 -----	1	1
CPN-All Properties	(X-Ref) ACT # 34 -----	1	1
CLJ-All Properties	(X-Ref) ACT # 35 -----	1	1
CPO-All Properties	(X-Ref) ACT # 36 -----	1	1
CSJ-All Properties	(X-Ref) ACT # 37 -----	1	1
CSV-All Properties	(X-Ref) ACT # 39 -----	1	1
CWL-All Properties	(X-Ref) ACT # 40 -----	1	1

5. Upon completion of above mentioned processes, Tax Office Personnel will inspect the statements and authorization from **Mr. Armando Barrera, Jr., Tax Assessor-Collector** must be obtained in order to release the statements for mailing. Statements must be delivered to the Edinburg, Texas Post Office for mailing. Tax Rolls will be delivered to 2804 S. Hwy 281, Edinburg, Texas.

**TERMS AND CONDITIONS:**

1. Two weeks or less turnaround time upon receipt of data tapes or FTP files. **May be extended if delay is caused by the Hidalgo County Tax Office or for good cause, to be determined by Hidalgo County Tax Assessor-Collector.**
2. Vendors must provide samples of proposed items for approval prior to printing.
3. **Bid amount must include materials, conversion of data tapes, or FTP File printing, delivery, and all other related costs.**
4. Postage will be responsibility of the Tax Office (Permit 44, Edinburg Post Office).

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5. **A sample of the Tax Statement, Tax Roll, Return Envelope, and the Window Envelope is provided for your review.**
6. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.
7. Hidalgo County reserves the right to accept or reject all or any part of all bids, to waive all technicalities and to accept the lowest responsive responsible bid.
8. **Any contract awarded to a successful bidder will be in effect until:**  
**(a) the contract expires, (b) delivery and acceptance of products and/or performance of service ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.**

EXHIBIT "B"

BID PAGE

DRAFT

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YEAR OF 2008 TO THE EDINBURG POST OFFICE"

BID No: 2008-256-00-00-otm

Bid Opening Date: \_\_\_\_\_, 2008 at 9:30 AM

FORMAL BID:

ITEM I: APPROXIMATELY 350,000  
1-PART LASER PRINTED TAX  
STATEMENTS

\_\_\_\_\_

ITEM II: APPROXIMATELY 100,000 LASER  
PRINTED TAX ROLL PAGES

\_\_\_\_\_

ITEM III: FOLDING, INSERTING , PRE-SORTING  
AND DELIVERING OF TAX STATEMENTS  
(ITEM I) TO EDINBURG POST OFFICE

\_\_\_\_\_

TOTAL BID PRICE:

\_\_\_\_\_

=====  
BIDDER/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_