

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
"ENVELOPES INCLUDING PRINTING FOR TAX ROLLS STATEMENTS"
BID No: 2008-259-00-00-otm

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 275,000 Printed Regular #9 Envelopes
- Item II: Approximately 275,000 Printed Window # 10 Envelopes Permit #44
- Item III: Approximately 3,000 #28 Brown Kraft Wove Booklet Envelopes-Blank
- Item IV: Approximately 7,000 #28 White Wove Window Booklet Envelopes
- Item V: Approximately 3,000 #28 White Wove Window Booklet Envelopes Permit #44

All bids must be routed to: Martha L. Salazar, CPPB/Purchasing Agent, at 2812 S. Business Hwy 281- Hidalgo County New Administration Building., Edinburg, Texas 78539. Written questions will be accepted via facsimile no later than Wednesday, _____ at 5:00 p.m. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, _____, 2007. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

Only Bids that include the five (5) items will be considered.

SPECIFICATIONS, REQUIREMENTS AND OTHER TERMS AND CONDITIONS

ITEM I. APPROXIMATELY 275,000 PRINTED REGULAR # 9 ENVELOPES

- a. Size: 3.7/8" x 8.7/8" (10 x 22.1/2 cm) **SAMPLE ENCLOSED**
- b. Printing Bar code conforms to all U.S. Postal Service Regulations for Automation Mailing Discounts.
- c. Printed on 24 lb. white paper in black ink
- d. Print selected messages in English on both sides as specified by Tax Office
- e. Printed on front side specified by Tax Office as follows:

Printing: Black
 Lettering: All Caps
 Center: 3 inches to the right of the envelope
**ARMANDO BARRERA JR. RTA
 TAX ASSESSOR/COLLECTOR
 P.O. BOX 4290
 EDINBURG, TEXAS 78540-4290**

**Please include all bar codes located on the front of the envelope.

Postage Area: **Postage
 Required
 Post Office will
 not deliver
 without proper
 Postage**

SPECIFICATIONS

DRAFT

ITEM II. APPROXIMATELY 275,000 PRINTED WINDOW # 10 ENVELOPES PERMIT #44

- a. Size: 4.1/8" 9.1/2" (10.1/2 x 24 cm) **SAMPLE ENCLOSED**
- b. Printed on 24 lb. white paper in black ink
- c. Permit No. 44

Printing: Black

Top Left Corner: The County of Hidalgo *Texas* Logo will be placed 1/8 inch to the right of the envelope

Return Label: All Lettering Caps

**ARMANDO BARRERA JR. RTA
TAX ASSESSOR/COLLECTOR
P.O. BOX 178
EDINBURG, TEXAS 78540-0178**

** 1/12 below return label**

ADDRESS SERVICE REQUESTED

Window Envelope: 1 inch from the left of the envelope
The window is 4.1/2 inches in length and 1 inch in width

Postage: Pre-Printed Postage
**PRESORT
FIRST-CLASS MAIL
U.S. POSTAGE PAID
EDINBURG, TEXAS 78540
PERMIT NO. 44**

ITEM III. APPROXIMATELY 3,000 #28 BROWN KRAFT WOVE BOOKLET ENVELOPES-BLANK

- a. Size: 12 x 15 booklet envelope (SAMPLE ENCLOSED)
- b. Moistenable flap
- c. Print return address: Black ink
- d. Lettering: All Caps

**ARMANDO BARRERA JR., RTA
ASSR/COLL HIDALGO COUNTY
P.O. BOX 178
EDINBURG, TEXAS 78540-0178**

SPECIFICATIONS

DRAFT

ITEM IV. APPROXIMATELY 7,000 #28 WHITE WOVE SPECIAL WINDOW BOOKLET ENVELOPES

- a. Size: 8 7/8 x 11 7/6 window booklet envelope
- b. Window size 3.75" x 1 3/8"
- c. 3/4" from left
- d. 2.5" from top
- e. moisten flap
- f. Print return address: Black ink
- g. Lettering: All Caps

**ARMANDO BARRERA JR., RTA
ASSR/COLL HIDALGO COUNTY
P.O. BOX 178
EDINBURG, TEXAS 78540-0178**

ITEM V. APPROXIMATELY 3,000 #28 WHITE WOVE SPECIAL WINDOW BOOKLET ENVELOPES PERMIT #44 (SAMPLE ENCLOSED)

- a. Size: 8 7/8 x 11 7/6 window booklet envelope
- b. Window size 3.75" x 1 3/8"
- c. 3/4" from left
- d. 2.5" from top
- e. moisten flap
- f. Print return address: Black ink
- g. Lettering: All Caps

**ARMANDO BARRERA JR., RTA
ASSR/COLL HIDALGO COUNTY
P.O. BOX 178
EDINBURG, TEXAS 78540-0178**

TERMS AND CONDITIONS

DRAFT

1. 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.
2. Hidalgo County reserves the right to accept or reject any/all bids and to waive any/all formalities or technicalities, or to accept the bid considered the best and most valuable to the County.
3. 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.
4. **Bidder(s) commitment to deliver order by no later than October 06, 2008.**
5. Include shipping and handling fees (freight cost) for the delivering of the envelopes to the awarded Tax Rolls Statements vendor; _____ -(will insert awarded vendors name once it gets approved thru Comm. Crt).

BID PAGE

DRAFT

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR
"ENVELOPES INCLUDING PRINTING FOR TAX ROLLS STATEMENTS"

BID No: 08-259-00-00-otm

Bid Opening Date: _____, 2008 at 9:30 AM

FORMAL BID PER M (1000)

ITEM I: Approx. 275,000 Printed Regular #9 Envelopes _____

ITEM II: Approx. 275,000 Printed Window #10 Envelopes
Permit #44 _____

ITEM III: Approx. 3,000 #28 Brown Kraft Wove Booklet Envelopes - Blank _____

ITEM IV: Approx. 7,000 #28 White Wove Window Booklet Envelopes _____

ITEM V: Approx. 3,000 #28 White Wove Window Booklet Envelopes
Permit #44 _____

REGULAR FREIGHT COST TO AWARDED VENDOR: _____

GRAND TOTAL _____

COMMITMENT TO DELIVER: BY NO LATER THAN October 06, 2008 Yes No

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ DATE: _____