

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2011 Tax Statements- Tax Rolls and Envelopes"
BID NO: 2011-131A-00-00-SMA

Hidalgo County Tax Assessor/Collector's office is currently soliciting to contract a qualified vendor that meets and/or exceeds all specification/requirements, terms and conditions for **"Printing and Mailing of 2011 Tax Statements- Tax Rolls and Envelopes"** on the following items:

- Item I: -----Approximately 360,000 1-Part Laser Printed Tax Statements
- Item II: -----Approximately 50,000 Double-Sided Laser Printed Tax Rolls Pages
- Item III: -----Folding, Inserting, Presorting, & Mailing of Tax Statements, (Item I).
- Item IV: -----Envelopes required for mailing, (Item I).

All bids must be in writing and mailed or delivered to: **Martha L. Salazar, Hidalgo County Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78540.** 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.

ITEM I. TAX STATEMENT

- 1) Size: 8 1/2" x 14" printed on two-sides.(3 inches from bottom is the perforation)
- 2) Perforated for return payment stub (horizontal).
- 3) Laser printed Tax Statements on 20 lb. **must** be printed in **light blue** color paper in black ink.
- 4) Statement must be designed for the collection of taxes printed on two-sides for multiple entities.
- 5) Statement must be designed to be mailed in a special window envelope designed by the Tax Office.
- 6) Printing on statement must conform to all U.S. Postal Service regulations for Automation Mailing Discounts.
- 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 removable storage media provided by Hidalgo County, **External HD and DVD's.**
- 9) Print selected information in **Delivery Bar Code/OCR** in compliance with Tax Office and ACT, (Automated Collections Technology, Inc.) software requirements.
- 10) Print selected messages in English and Spanish.
- 11) Printed in zip code order and alphabetical order within the zip code.
- 12) Need PDF files of statements broken down by 4GB DVD's. The PDF files need to be full text searchable and the file name to be the account number. (i.e. A1000-00-000-0000-00 pdf)

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ITEM II. TAX ROLLS

- 1) Laser printed on #24 white paper.
- 2) Printed on 8 ½” x 11” loose sheets, **(Do Not Bind)**.
- 3) All information for tax roll must be extracted from removable storage media provided by the Hidalgo County Tax Office. (External HD, DVD’s, or FTP Delivery).
- 4) Tax roll must be printed(PDF file will be provided) as specified by Tax Office(double-sided Tax Rolls)
- 5) **Need PDF files of tax rolls broken down by 4GB, DVD’s. The PDF files need to be full text searchable.**

ITEM- III. FOLDING, INSERTING, SORTING, AND MAILING TAX STATEMENTS

- 1) Statements must be folded and inserted into a special window envelope, so that name and address and Delivery Point Barcode are visible and in compliance with U. S. Postal Service specifications for automated processing.
- 2) Statement(s) and a #9 return envelope will be inserted into a #10 special window envelope.
- 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.

ITEM IV. ENVELOPES REQUIRED FOR MAILING ON (ITEM I)

- 1) Return Envelopes #9. (Approximately 280,000) (sample enclosed)
- 2) Special Window Envelopes #10- Permit 44 (Approximately 300,000) (sample enclosed)
- 3) Brown Kraft Wove Booklet Envelopes #28. (Approximately 1,500) (sample enclosed)
- 4) White Wove Window Booklet Envelopes #28. (Approximately 10,000) (sample enclosed)

PRINTING INSTRUCTIONS:

TAX STATEMENTS		File	Printed Copies	PDF Image Copy
1)	Non Mortgage accounts (Zip, Alpha)	1	1	1
2)	Mortgage accounts (Zip, Alpha) Customer Copy	1	1	1
3)	Mortgage accounts (Mort, X-Ref) Tax Office	1	1	1

To Be Mailed by Tax Office (Approx. 30,000 Mortgage Accounts)

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TAX ROLLS-(Includes the following Entities)

<u>REAL PROPERTY TAX ROLL (X-REF)</u>	<u>PERSONAL PROPERTY (X-REF)</u>	<u>MINERAL (X-REF)</u>
GHD- ACT#1	DR1-ACT#2	FD1-ACT#3
FD3-ACT#5	FD4-ACT#6	WSRG-ACT#7
CES- ACT #23	CED-ACT #24	CGR- ACT #25
CPM-ACT#27	CMC-ACT#28	CMS-ACT#32
CPN-ACT#34	CLJ-ACT#35	CPO-ACT#36
CSV-ACT#39	CWL-ACT#40	SEB-ACT#41
SPA-ACT#43	SLV-ACT#44	SMA-ACT#45
SML-ACT#47	SMS-ACT#48	SLJ-ACT#49
SSL-ACT#51	SVV-ACT#52	SWL-ACT#53
JCC-ACT#55	SDN-ACT#56	

- 4) Upon completion of above mentioned processes, Tax Office personnel will inspect the statements (original samples) and with authorization from **Mr. Armando Barrera, Jr. Tax Assessor-Collector**, must be obtained in order to release the statements for mailing. Tax Rolls will be delivered to 2804 S. US Hwy. 281, Edinburg, Texas.

SPECIFICATIONS/REQUIREMENTS, TERMS AND CONDITIONS

- 1) Two weeks or less turnaround from the **date** of receipt of HD or FTP Text 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) The awarded vendor(s) must provide samples of (the actual perforated original sample) proposed items for approval prior to printing and mailing.
- 3) Bid amount must include materials, conversion of data, delivery and all other related costs.
- 4) Postage will be the responsibility of Hidalgo County Tax Office (Permit No. 44, Edinburg Texas Post Office).
- 5) A sample of the Tax Statement, Tax Roll, Return Envelope, and the Window Envelopes is provided for your review.
- 6) 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.
- 7) Hidalgo County may seek purchases/service from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.
- 8) Vendor(s) agrees that to the extent an item is unavailable from Vendor(s) own inventory, vendor(s) will be responsible for locating an alternative supplier and for providing the product to County for the bid price.

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- 9) After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
- 10) All costs and expenses associated with the preparation and submission of (bid, proposals and / or quotes) shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.
- 11) HIDALGO COUNTY reserves the right to reject any or all bids submitted, if it is in the best interest to do so.
- 12) Hidalgo County reserves the right to award to MULTIPLE vendors if the County determines it is in its best interest to do so.
- 13) Any contract awarded to a successful bidder will be in effect until;
 - a) The contract expires
 - b) Delivery acceptance of products and/or performance of services ordered, or
 - c) Terminated by County with thirty (30) days written notice prior to be cancelled.
- 14) Bidder(s) commitment to print and deliver mail out of tax statement no later than **November 1, 2011.**
- 15) In the event, the final printed statements do not meet the specifications of the final accepted proof by Hidalgo County Tax Office representative, the awarded vendor will be responsible for any additional fees which may have been incurred by Hidalgo County.
- 16) Vendor must provide at least two (2) references with other governmental clients located in the State of Texas such as; cities, counties, etc.
- 17) Vendor shall have at least one (1) office located in the State of Texas.
- 18) A Performance bond in the full amount of the quoted amount will be required from the firm that is awarded the contract to guarantee compliance as to specifications and delivery date.
- 19) Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit "C" for limits).
- 20) **PRE-BID CONFERENCE will be held on Wednesday, JULY 06, 2011 @ 2:00 p.m. at the Hidalgo County Purchasing Department (Conference Room), at 2802 S. Business Hwy. 281-New Administration Bldg, Edinburg, Texas . We encourage all interested vendor(s) to attend.**

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ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Hwy. 281, Edinburg, Tx 78539

ALL WRITTEN INQUIRIES WILL BE ACCEPTED via facsimile (956)292-7612 or via e-mail sandra.montalvo@co.hidalgo.tx.us by no LATER THAN, **Wednesday, July 06,2011 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than **Friday, July 08, 2011, by 5:00 p.m.** Telephone Inquiries WILL NOT be accepted.**