



Hidalgo County Purchasing Office
 2812 S. Business Highway 281
 New Administration Building
 Edinburg, Texas 78539
 (956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

TO: Armando Barrera, Jr., RTA
 Hidalgo County Tax Assessor/Collector

ATTN: Ferny Cantu via email: fernycantu@hidalgocountytax.org
 Mary Garcia via email: mariagarcia@hidalgocountytax.org

FROM: Sandy Suarez, Buyer II
 Hidalgo County Purchasing Department

DATE: July 18, 2012

RE: **BID AWARD RECOMMENDATION REQUEST**: – Hidalgo County Tax Assessor/Collector “Printing and Mailing of 2012 & 2013 Tax Statements, Tax Rolls and Envelopes” Bid No. 2012-121-07-18-SGS



We have received two (2) responses to the above mentioned project.. Refer to enclosed copy of the bid tabulation sheet for your review and recommendation/non-recommendation. Please advice if you wish to proceed with this bid to award or do you wish to reject and re-advertise?

We would like to present your recommendation on the next Commissioner’s Court Meeting: therefore, we need your response **July 25 2012 @ 10:00 a.m. or if possible earlier** Please indicate your recommendation or any concerns on the space provided below and reply to the Purchasing Department via fax to (956) 318-2629 or via email to: sandy.suarez@co.hidalgo.tx.us

Thank you for your attention and cooperation to this matter.

APPROVE

DISAPPROVE and/or REJECT

BUDGET ACCOUNT#: 2-1100-415-15-140-001-0-350

Recommendations/Concerns: Recommendation is hereby made in favot of
information Management Solutions, LLC.

AUTHORIZED SIGNATURE

Armando Barrera Jr

PRINTED NAME

Tax Office

DEPARTMENT

7/25/12

DATE

Enclosures

Office of Tax Assessor-Collector

COUNTY of HIDALGO



Armando Barrera Jr., RTA

Assessor and Collector

P.O. Box 178
Edinburg, Texas 78540-0178
(956) 318-2157 • Fax (956) 318-2733

July 24, 2012

MS. Marty Salazar
Hidalgo County Purchasing Agent
2802 South Business Hwy 281
Edinburg, Texas 78539

Re: Bid No. 2012-121-07-18-SGS

Dear Ms. Salazar:

Recommendation is hereby made in favor of Information Management Solutions, LLC from San Antonio, Texas for the amount of \$35,878.00.

Information Management Solutions, LLC is the lowest bidder by \$2,053.50 over the next lowest vendor. They have performed the job in the past and have done a good job.

Should you have any questions in regards, do not hesitate to contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Armando Barrera Jr.", with a long horizontal flourish extending to the right.

Armando Barrera Jr., RTA
Hidalgo County Tax Office

ABJ:nc

Xc: MS. Sandy Suarez
Purchasing Department



HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET

DEPARTMENT NAME: Hidalgo County Tax Assessor/Collector Office

DESCRIPTION OF BID: "Printing & Mailing of 2012 & 2013 Tax Statements- Tax Rolls and Envelopes"

BID OPENING DATE: JULY 18, 2012

BID OPENING TIME: 9:30 A.M.

BID NO: 2011-121-07-18-SGS

BUYER: Sandy Suarez

NAME OF COMPANY		ITEM	TOTAL BID PRICE		
			2012	2013	
1	Information Management Solutions, LLC San Antonio, TX. 78217	1-Part Laser Printed Tax Statements (20lb) <i>(2012-Light Green 2013-Canary Yellow)</i>	I	\$ 15,868.00	\$ 15,868.00
		Double-Sided Laser Printed Tax Roll Pages	II	\$ 2,656.00	\$ 2,656.00
		Folding Inserting, Pre-sorting & Mailing Tax of Statements (Item I) to Edinburg, TX. Post Office	III	\$ 8,100.00	\$ 8,100.00
			IV		
		1. Return Envelopes #9		\$ 3,080.00	\$ 3,080.00
		2. Special Window Envelopes-Permit 44		\$ 5,019.00	\$ 5,019.00
		3. Brown Kraft Wove Booklet Envelopes #28		\$ 30.00	\$ 30.00
		4. White Wove Window Booklet Envelopes # 28		\$ 625.00	\$ 625.00
Other Charges	Tracking Statements to Hidalgo Co. & any & all other shipping & freight.		\$ 500.00	\$ 500.00	
			Total	\$ 35,878.00	\$ 35,878.00
2	Variverge Data-print-mail Amarillo, TX. 79101	1-Part Laser Printed Tax Statements (20lb) <i>(2012-Light Green 2013-Canary Yellow)</i>	I	\$ 15,624.00	\$ 15,984.00
		Double-Sided Laser Printed Tax Roll Pages	II	\$ 1,500.00	\$ 1,500.00
		Folding Inserting, Presorting & Mailing Tax Statements (Item I) to Edinburg, TX. Post Office	III	\$10,800.00	\$10,800.00
			IV		
		1. Return Envelopes #9		\$ 3,630.00	\$ 3,630.00
		2. Special Window Envelopes-Permit 44		\$ 5,557.50	\$ 5,557.50
		3. Brown Kraft Wove Booklet Envelopes #28		\$ 195.00	\$ 195.00
		4. White Wove Window Booklet Envelopes # 28		\$ 625.00	\$ 625.00
Other Charges	-----		--	--	
			Total	\$ 37,931.50	\$ 38,291.50

**HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS**

RFB-RFP-RFQ

BID OPENING DATE: July 18, 2012 **BID OPENING TIME:** 9:30 A.M.
DEPARTMENT/BID DESCRIPTION: "Printing and Mailing of 2012 & 2013 Tax Statements – Tax Rolls and Envelopes"
BID NO.: 2012-121-07-18-SGS

	NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE(IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
1.	LASERPRINTERS & MAILING SERVICE Attn: Katy	E-MAIL	Sandy Suarez	07/02/12	801 Perrin Beitel San Antonio, TX. 78217 P# 210-590-6565 F#210-590-1620 katy@lpmsi.com
2.	HAMER ENTERPRISES EZ ACCESS/TEXAS LOGIC Attn: Mike Bruan	E-MAIL	Sandy Suarez	07/02/12	4200-A N. Bicentennial Dr., McAllen, TX. 78504 P# 956-682-3466 F# 956-682-0906 mgbraun@heccorp.com
3.	ZYTRON, INC. Attn: Jerry South	E-MAIL	Sandy Suarez	07/02/12	4101 Directors Row Houston, TX. 77092 P# 713-263-1506 F#713-957-0438 jsouth@zytron.net
4.	DIRECT MAIL PARTNERS Attn: Laura Sullivan	E-MAIL	Sandy Suarez	07/02/12	1505 Wallace Drive, Ste. 154 Carrollton, TX. 75006 P# 972-446-3671 x 104-214-557-7147 Laura.sullivan@directmailpartners.com
5.	WEST TEXAS MICROGRAPHICS, LLC Attn: McKenzie Wesley	E-MAIL	Sandy Suarez	07/02/12	920 West 9 th Amarillo, TX. 79101 P# 806-373-6445 C#806-223-5584 mckenzie@westmicro.com
6.	INFORMATION MANAGEMENT SOLUTIONS Attn: Sy Green or Thomas Kelly Dowe	E-MAIL	Sandy Suarez	07/02/12	2422 Freedom St. San Antonio, TX 78217 P# 210-826-4994 x 18 F# 210-826- 2676 sy@totalims.com-kelly@totalims.com
7.	EXPEDIENT MAIL Attn: Glen Hudson	E-MAIL	Sandy Suarez	07/02/12	2900 Finfeather, Ste 103 Bryan, TX. 77801 P# 979-821-2588 ghudson@sunbelt-graphics.com
8.	QUESTMARK INFORMATION MANAGEMENT, INC. Attn: Kelly Salinas	E-MAIL	Sandy Suarez	07/02 & 07/03/12	9440 Kirby Dr, Houston, TX. 77054 F#713-622-9660 P# 713-662-9022 C#281-441-1024 kellyrs@qiminc.com
9.	METAVANTE Attn: James Hayes Sr.	E-mail	Sandy Suarez	07/02/12	113 seaboard Ln Ste A-250 Franklin, TN. 37067 P# 859-523-1180 F# 615-665-6762 C#859-321-1854 James.hayes@fisglobal.com
10.	MAILBOX DIRECT ATTN: Micheal Hartley	E-mail	Sandy Suarez	07/02/12	36 Long Creek Rd. Austin, Texas 78737 512-550-1097 F#383-5818 Mhartley@mailmaxdirect.com
11.	CURTIS 1000 Attn: Oscar Zapata	E-mail	Sandy Suarez	07/02/12	1620 Xanthisma Ave. McAllen, TX. 78504 P# 877-287-8715 x 5449 C#956-605- 1309 F# 956-631-1001 ozapata@curtis1000.com
12.	PINNACLE DATA SYSTEMS, LLC Attn: Peggy Banks	E-mail	Sandy Suarez	07/03/12	O# 770-806-2525 888-259-6601 x 525 peggybanks@pinnacledatasystems.com

13	Kelvan Musgrave	E-mail	Sandy Suarez	07/03/12	6842 Arboreal Drive Dallas, TX. 75231 P#214-503-6356 D# 468-556-5005 kmusgrave@highcottonusa.com
14	Texas Mail Center Mailing Services Attn: Richard Green	E-mail	Sandy Suarez	07/03/12	624 Krona Drive Ste 125 Plano, TX. 75074-8323 P 972-379-0251 F 972-379-0254 rgreen@texasmailcenter.com
15	Seven Out Source Attn: Leena Adeshara	E-mail	Sandy Suarez	07/03/12	113 Barksdale Professional Center Newark, DE 19711-3258 leena.leena.adeshara@gmail.com
16.	United Systems of Arkansas Attn: Jack Pennington 7/18/12 no locations in TX. If future project open up to out of State vendors, plz send packet.	E-mail	Sandy Suarez	07/05/12	1201 Main Street Little Rock, Arkansas 72202-5031 P#800-264-0812-501-374-0812 jack@unitedsystems.net
17.	FTB 2012 Attn: Sarrah Soza	E-maillet	Sandy Suarez	07/06/12	1766 N. Helm Ave #105 Fresno, CA. 93727 P-559-456-23893 F-559-456-2066 C-559-930-23843 Sarrah@ftb.fresno.com
18.	Expressway Printing Copying & More Lisa M. Quintanilla	E-mail	Sandy Suarez	07/12/12	2020 East Expressway 83 Suite 4 Mercedes, TX 78570 Office: (956) 825-9829 Fax: (956) 825-9930 HUB Certification pd lquintanilla@xprpcm.com
19.	Moonlight Business Process Outsourcing Attn: Shannon England, sales mgr.	E-mail	Sandy Montalvo	07/11/12	Sales@moonlightbpo.com 541-550-9305 C# 866-348-9791
20.	Prime Vendor	E-mail	Sandy Montalvo	07/11/12	Bids17@prime-vendor.com
21	Educational Systems Solutions Chris Montoya	E-mail	Sandy Montalvo	07/11/12	camontoya@com.cast.net 1-888-375-5826
22	Joe Krueger	E-mail	Sandy Montalvo	07/11/12	Joekrueger53211@gmail.com

*VIA:
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)

E-MAIL (EM)
FACSIMILE (FAX)