

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Tax Assessor/Collector
"Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"
BID NO: 2014-068-00-00-MEG

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 2014 & 2015 Tax Statements -Tax Rolls and Envelopes"*** on the following items:

Item I: -----Approximately 350,000 1-Part Laser Printed Tax Statements

Item II: -----Folding, Inserting, Presorting, & Mailing of Tax Statements, (Item I).

Item III: -----Envelopes required for mailing, (Item I).

All bids must be in writing, the original signed in **blue ink** 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 four (4) 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. **2014 Tax Statements**, **must** be printed on **light green** color paper, in black ink and for the laser printed **2015 Tax Statements** on 20lb, **must** be printed on **light canary** 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, DVD's or FTP site.**
- 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. 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 III. ENVELOPES REQUIRED FOR MAILING ON (ITEM I)

- 1) Return Envelopes #9. (Approximately 220,000) (sample enclosed)
- 2) Special Window Envelopes #10- Permit 44 (Approximately 285,000) (sample enclosed)
- 3) Brown Kraft Wove Booklet Envelopes #28. (Approximately 3,000) (sample enclosed)
- 4) White Wove Window Booklet Envelopes #28. (Approximately 2,500) (sample enclosed)

PRINTING INSTRUCTIONS:

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

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

Upon completion of above mentioned processes, Tax Office personnel will inspect the statements (original samples) and with authorization from the current elected **Hidalgo County 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.

- 1) The awarded vendor(s) must provide samples of (the actual perforated original sample) proposed items for approval prior to printing and mailing.
- 2) Bid amount must include materials, conversion of data, delivery and all other related costs.
- 3) **Postage** will be the responsibility of Hidalgo County Tax Office (Permit No. 44, Edinburg Texas Post Office).
- 4) A sample of the Tax Statement, Tax Roll, Return Envelope, and the Window Envelopes is provided for your review.

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- 5) 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.
- 6) Bidder(s) commitment to print and deliver mail out of **2014 Tax Statement**, no later than **November 1, 2014**. For **2015 Tax Statements**, no later than **November 1, 2015**.
- 7) 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.
- 8) Vendor must provide at least two (2) references with other governmental clients located in the State of Texas such as; cities, counties, etc.
- 9) Vendor shall have at least one (1) office located in the State of Texas.
- 10) 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.
- 11) Close communication with the Tax office is very important and must be kept throughout the term of contract. At least 5 months prior to the commencement of the 2014 Tax Statements, Tax Rolls and Envelopes, Contact must be made with Ferny Cantu or Mary Garcia at the Tax office, whether by telephone (956) 318-2157, via -E-mail or by meeting, in order to review and follow up on the Specifications for the Tax Statements for 2013.

TERMS AND CONDITIONS

1. **Term of this Contract will be for two (2) years with option to extend the contract for additional one (1) year term under the same rates, terms and conditions.** Each year shall be for two weeks or less turnaround from the date of receipt of HD or FTP Text files. However, it 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. County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.
3. Hidalgo County reserves the right to hold the bids for a period of (90) ninety days without taking action.
4. 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.
5. Hidalgo County reserves the right to award to MULTIPLE vendors if the County determines it is in its best interest to do so.

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6. 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.
7. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.
8. Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit "C" for limits).
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, statement of qualifications (RFQ) and quotes) shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

PRE-BID CONFERENCE: will be held on **DAY, MONTH DATE, 2014 @ 10:00 A.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.

ADDITIONAL INFORMATION:

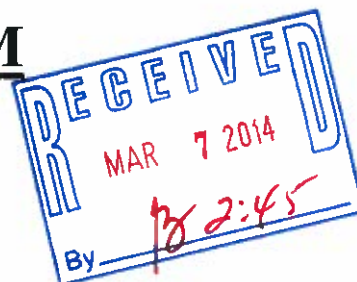
Hidalgo County is requesting that any and all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Hwy. 281, Edinburg, TX. 78539

ALL WRITTEN INQUIRIES WILL BE ACCEPTED via facsimile (956)292-7612 or via e-mail elena.gomez@co.hidalgo.tx.us by no LATER THAN, DAY, MONTH DATE, 2014, by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than DAY, MONTH DATE, 2014 by 5:00 p.m. Telephone Inquiries WILL NOT be accepted.



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

MEMORANDUM
 (APPROVAL OF SPECIFICATIONS)



To: Pablo "Paul" Villarreal, Jr., Tax Assessor & Collector

From: Elena Gomez, Buyer II
 Hidalgo County Purchasing Dept.

Date: February 24, 2014

Re: Approval of Specifications for: BID NO. -2014-068-00-00-MEG
 Hidalgo County Tax Assessor/Collector Office - "Printing and Mailing of 2014 & 2015 Tax Statements -Tax Rolls & Envelopes"

Please review the following **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specification is **NOT** met, make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.
 If you have any questions, please call me at (956) 318-2626 ext# 4855.

APPROVE <input type="checkbox"/>	DISAPPROVE <input checked="" type="checkbox"/>
APPROVED WITH MODIFICATIONS <input checked="" type="checkbox"/> <i>mw</i>	

FUNDS AVAILABILITY: x YES / NO/ Other

(Specify) _____

BUDGET ACCOUNT #: 4-1100-415-15-140-001-0-350

	Pablo (Paul) Villarreal Jr.	Tax - Office	2/25/14
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us by no later than **March 12, 2014 @:4:00 p.m.**

Enclosures