



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

MEMORANDUM

(Department's Recommendation)

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

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

Date: May 09, 2014

Re: **Approval of Specifications for: BID NO. -2014-068-05-07-MEG**
Hidalgo County Tax Assessor/Collector Office -"Printing and Mailing of 2014 & 2015 Tax
Statements - & Envelopes"

We have received **five (5) responded** to the above mentioned project. Enclosed you will find a copy of the tabulation sheet along with copy of the bid response for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting; therefore, we need your response no later than **Monday, May 19, 2014 @ 10:00 a.m.** (Due to the time constrain) to be able to present to Commissioner's Court **as soon as possible.** 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: elena.gomez@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4855. Thank you for your attention and cooperation to this matter.

<u>AWARD TO VENDOR(S):</u>	<u>RECOMMENDATION (BASIS)</u>
1. INFORMATION MANAGEMENT SOLUTIONS LLC	LOWEST BIDDER-MEETING ALL SPECS
2.	

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 4-1100-415-15-140-001-0-350

	PABLO (PAUL) VILLARREAL JR.	TAX - OFFICE	5-15-2014
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

Enclosures

EXHIBIT "B"

HIDALGO COUNTY TAX ASSESSOR/COLLECTOR OFFICE
 "Printing and Mailing of 2014 & 2015 Tax Statements- Tax Rolls and Envelopes"
 BID No. 2014-068-05-07-MEG

The quantities stated are the estimates of Hidalgo County. They represent a realistic estimate based on past consumption for purposes of securing a bid price. The quantities are not firm and are not hereby ordered or called for. No under-runs allowed and over runs will be at no charge to the County.

DESCRIPTION OF SERVICES TO BE PERFORMED ON AS NEEDED BASIS		ESTIMATED ANNUAL QUANTITY	PRICE	
			2014	2015
<i>NIGP Commodity Code: 966-76 (Print on Demand Svcs-include printing and distribute Svcs)</i>				
ITEM- I	1-Part Laser Printed Tax Statements (201b) <i>(2014 - Light Green - 2015 - Canary Yellow)</i>	350,000	\$ 15,540.	\$ 15,726.
ITEM-II	Folding, Inserting, Presorting and Mailing of Tax Statements, (Item I) to Edinburg, Texas Post Office		\$ 10,050.	\$ 10,170.
<i>NIGP Commodity Code: 966-31 (Envelope Printing)</i>				
ITEM- III	1) Return Envelopes #9	220,000	\$ 3,520.	\$ 3,562.
	2) Special Window Envelopes #10 - Permit #44	285,000	\$ 5,415.	\$ 5,480.
	3) Brown Kraft Wove Booklet Envelopes #28	3,000	\$ 30.	\$ 30.
	4) White Wove Window Booklet Envelopes #28	2,500	\$ 625.	\$ 625.
Shipping and Freight <i>Included</i>			\$ 00.	\$ 00.
***Any other additional charges <i>None</i>			\$ 00.	\$ 00.
TOTAL BID PRICE			\$ 35,180.	\$ 35,600.

**Please provide an explanation of additional charges that may be incurred:

None

2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014.

YES	✓
NO	

2015-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2015.

YES	✓
NO	

OPENED
 10:05
 5-7-14
Witnessed

[Signature]

HIDALGO COUNTY TAX OFFICE
 TABULATION SHEET
 "Printing and Mailing of 2014 & 2015 Tax Statements and Envelopes"
 RFB NO.: 2014-068-05-07-MEG

HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET						
DEPARTMENT NAME: Hidalgo County Tax Assessor/Collector Office						
DESCRIPTION OF BID: "Printing & Mailing of 2014 & 2015 Tax Statements and Envelopes"						
BID OPENING DATE: MAY 7, 2014			BID OPENING TIME: 9:30 A.M.			
BID NO: 2014-068-05-07-MEG			BUYER: ELENA GOMEZ			
NAME OF COMPANY				TOTAL BID PRICE		
				2014	2015	
1	IMS Information Management Solutions, LLC San Antonio, Texas	Item-I	1-Part Laser Printed Tax Statements (201b) <i>(2014-Light Green 2015-Canary Yellow)</i>		15,540.00	15,726.00
		Item-II	Folding Inserting, Pre-sorting & Mailing Tax of Statements (Item I) to Edinburg, TX. Post Office		10,050.00	10,170.00
		Item III	1.Return Envelopes #9	220,000	3,520.00	3,562.00
			2.Special Window Envelopes-Permit 44	285,000	5,415.00	5,480.00
			3.Brown Kraft Wove Booklet Envelopes #28	3,000	30.00	30.00
			4. White Wove Window Booklet Envelopes # 28	2,500	625.00	625.00
		Shipping & freight			included	
Other Charges		Tracking Statements to Hidalgo Co. & any & all other		none	none	
Total				35,180.00	35,600.00	
2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014 and November 01, 2015				Yes	√	√
				No		
2	World Marketing Dallas, Texas	Item-I	1-Part Laser Printed Tax Statements (201b) <i>(2014-Light Green 2015-Canary Yellow)</i>		8400.00	8400.00
		Item-II	Folding Inserting, Pre-sorting & Mailing Tax of Statements (Item I) to Edinburg, TX. Post Office		17,565.00	17565.00
		Item III	1. Return Envelopes #9	220,000	4246.00	4246.00
			2.Special Window Envelopes-Permit 44	285,000	6527.00	6527.00
			3.Brown Kraft Wove Booklet Envelopes #28	3,000	563.00	563.00
			4.White Wove Window Booklet Envelopes # 28	2,500	469.00	469.00
		Shipping & freight			725.00	725.00
Other Charges		Tracking Statements to Hidalgo Co. & any & all other		0.00	0.00	
Total				38,495.00	38,495.00	
2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014 and November 01, 2015				Yes	√	√
				No		

HIDALGO COUNTY TAX OFFICE
 TABULATION SHEET
“Printing and Mailing of 2014 & 2015 Tax Statements and Envelopes”
 RFB NO.: 2014-068-05-07-MEG

HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET							
NAME OF COMPANY				TOTAL BID PRICE			
					2014	2015	
3	Variverge Amarillo, Texas	Item-I	1-Part Laser Printed Tax Statements (201b) <i>(2014-Light Green 2015-Canary Yellow)</i>		17,762.50	17,762.50	
		Item-II	Folding Inserting, Pre-sorting & Mailing Tax of Statements (Item I) to Edinburg, TX. Post Office		6,737.50	6,737.50	
		Item III	1.Return Envelopes #9	220,000	4,455.00	4,455.00	
			2.Special Window Envelopes-Permit 44	285,000	6,013.50	6,013.50	
			3. Brown Kraft Wove Booklet Envelopes #28	3,000	417.00	417.00	
			4. White Wove Window Booklet Envelopes # 28	2,500	437.50	437.50	
		Shipping & freight				0.00	0.00
		Other Charges		Tracking Statements to Hidalgo Co. & any & all other		300.00	300.00
Total				36,123.00	36,123.00		
Comments--- Postage not included in this bid HCTAC will be charged based on exact postage							
2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014 and November 01, 2015					2014	2015	
				Yes	√	√	
				No			
4	AIM Print Direct McAllen, Texas	NAME OF COMPANY			TOTAL BID PRICE		
					2014	2015	
		Item-I	1-Part Laser Printed Tax Statements (201b) <i>(2014-Light Green 2015-Canary Yellow)</i>		41,000.00	41,000.00	
		Item-II	Folding Inserting, Pre-sorting & Mailing Tax of Statements (Item I) to Edinburg, TX. Post Office		15,550.00	15,550.00	
		Item III	1. Return Envelopes #9	220,000	9391.00	9391.00	
			2.Special Window Envelopes-Permit 44	285,000	16,971.75	16,971.75	
			3.Brown Kraft Wove Booklet Envelopes #28	3,000	1343.52	1343.52	
			4.White Wove Window Booklet Envelopes # 28	2,500	810.00	810.00	
Shipping & freight			0.00	0.00			
Other Charges		Tracking Statements to Hidalgo Co. & any & all other		0.00	0.00		
Total				85,066.27	85,066.27		
2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014 and November 01, 2015					2014	2015	
				Yes	√	√	
				No			

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HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET							
NAME OF COMPANY					TOTAL BID PRICE		
						2014	2015
5	Tri- Win Dallas, Texas	Item-I	1-Part Laser Printed Tax Statements (20lb) <i>(2014-Light Green 2015-Canary Yellow)</i>		7,153.00	7,511.00	
		Item-II	Folding Inserting, Pre-sorting & Mailing Tax of Statements (Item I) to Edinburg, TX. Post Office		18,500.00	18,500.00	
		Item III	1. Return Envelopes #9	220,000	3,429.00	3,600.00	
			2.Special Window Envelopes-Permit 44	285,000	5,322.00	5,588.00	
			3.Brown Kraft Wove Booklet Envelopes #28	3,000	250.00	263.00	
			4.White Wove Window Booklet Envelopes # 28	2,500	545.00	575.00	
		Shipping & freight			2625.00	2756.00	
Other Charges	Tracking Statements to Hidalgo Co. & any & all other		0.00	0.00			
Total					37,824.00	38,793.00	
2014-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2014 and November 01, 2015					2014	2015	
					Yes	√	√
					No		