



# Hidalgo County Purchasing Department

2812 S. Business Highway 281

New Administration Building

Edinburg, Texas 78539

(956) 318-2626/ Fax: (956) 292-7612

## MEMORANDUM

(Approval of Recommendation)

**To:** Renan Ramirez, Chief Information Officer via email: [renan.ramirez@co.hidalgo.tx.us](mailto:renan.ramirez@co.hidalgo.tx.us)  
 Hidalgo County Information Technology

Rey Salazar, Director, via email: [rey.salazar@co.hidalgo.tx.us](mailto:rey.salazar@co.hidalgo.tx.us)  
 Hidalgo County Budget & Management Department, Strategic Planning Division

Marianella Canton, *Planning Analyst III* via email: [marianella.canton@co.hidalgo.tx.us](mailto:marianella.canton@co.hidalgo.tx.us)  
 Hidalgo County Budget & Management Department, Strategic Planning Division

**From:** Sandra Montalvo <sup>SM</sup>, Buyer II  
 Hidalgo County Purchasing Dept.

**Date:** July 28, 2016

**Re:** Bid No. 2016-236-07-27-SMA- Recommendation for *Hidalgo County-“PRINTING and MAILING of POST CARDS (warrants and/or reminders)”*

We have received one (1) response to the above reference project. Enclosed you will find a copy of the tabulation sheet along with Exhibit “B”- Bid page for your review and Recommendation.

We would like to present your Recommendation/Concurrence to Commissioner’s Count; therefore, we need your response by no later than August 04, 2016 @ 10:00 a.m. to be able to present it to Commissioner’s Court

Please indicate your Recommendation and/or any concerns on the space provided below and reply to the Purchasing Department via fax to (956)-318-2629 or via email to: [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us).

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

	<u>AWARD TO VENDOR(S):</u>	<u>RECOMMENDATION - (Basis)</u> <i>(e.g. lowest bidder, met specification/requirements etc)</i>
1.	IMS	Known vendor
2.		

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

Budget Acct No.: 200-002

Enclosures

	RENAN RAMIREZ	IT	8/1
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

Zimbra

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**Re: HIDALGO COUNTY-PRINTING & MAILING OF POST CARDS BID NO. 2016-236-07-27-SMA**

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**From :** Renan Ramirez <renan.ramirez@co.hidalgo.tx.us> Wed, Aug 10, 2016 08:48 AM  
**Subject :** Re: HIDALGO COUNTY-PRINTING & MAILING OF POST CARDS BID NO. 2016-236-07-27-SMA  
**To :** Sandra Montalvo <sandra.montalvo@co.hidalgo.tx.us>  
**Cc :** Marianella Canton <marianella.canton@co.hidalgo.tx.us>, Rey Salazar <rey.salazar@co.hidalgo.tx.us>

Sandra,

After discussing this with Marty, we decided it would be more practical to AWARD this bid to the vendor and then do another RFB for the outlier mailing rates.

Please AWARD this RFB.

Thanks!

-----  
Renán Ramirez  
Chief Information Officer  
County of Hidalgo, Texas  
956-289-7444

----- Original Message -----

From: "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>  
To: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>  
Cc: "Marianella Canton" <marianella.canton@co.hidalgo.tx.us>, "Rey Salazar" <rey.salazar@co.hidalgo.tx.us>  
Sent: Monday, August 8, 2016 11:27:29 AM  
Subject: Re: HIDALGO COUNTY-PRINTING & MAILING OF POST CARDS BID NO. 2016-236-07-27-SMA

Mr. Ramirez,

Do you want to reject the sole bid rec'd and want me to re-advertise and due to modifications of specifications? If so, will you please send the the modifications.

----- Original Message -----

From: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>  
To: "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>  
Sent: Friday, August 5, 2016 1:40:09 PM  
Subject: Re:

Sandra,

Please proceed to advertise as we do need the postage table completed in more detail with all the available rates listed.

If you have any questions please feel free to let me know.

- Thanks!

-----

Renán Ramirez  
Chief Information Officer  
County of Hidalgo, Texas  
956-289-7444

----- Original Message -----

From: "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>  
To: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>  
Sent: Tuesday, August 2, 2016 9:22:06 AM

Good Morning Mr. Ramirez,

Yes we can meet today...

----- Forwarded Message -----

From: "Sandy Suarez" <sandy.suarez@co.hidalgo.tx.us>  
To: "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>  
Sent: Tuesday, August 2, 2016 8:44:26 AM  
Subject: Fwd: Message from "RNP002673841C48"

----- Forwarded Message -----

From: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>  
To: "Sandra Suarez" <sandy.suarez@co.hidalgo.tx.us>  
Cc: "Marianella Canton" <marianella.canton@co.hidalgo.tx.us>  
Sent: Monday, August 1, 2016 9:35:55 AM  
Subject: Re: Message from "RNP002673841C48"

Sandy,

We are going to need the postage rate table expanded to include other rates. Can I meet with you Tuesday at any time so we can be on the same page?

Thanks!

-----  
Renán Ramirez  
Chief Information Officer  
County of Hidalgo, Texas  
956-289-7444

----- Original Message -----

From: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>  
To: "Sandra Suarez" <sandy.suarez@co.hidalgo.tx.us>  
Sent: Monday, August 1, 2016 8:16:42 AM  
Subject: Fwd: Message from "RNP002673841C48"

Sandy,

Please find attached the response for post card mailing services.

Thanks!

-----  
Renán Ramirez  
Chief Information Officer

County of Hidalgo, Texas  
956-289-7444

----- Forwarded Message -----

From: "it\_noreply" <it\_noreply@co.hidalgo.tx.us>  
To: "renan.ramirez" <renan.ramirez@co.hidalgo.tx.us>  
Sent: Monday, August 1, 2016 8:12:30 AM  
Subject: Message from "RNP002673841C48"

This E-mail was sent from "RNP002673841C48" (MP C4503).

Scan Date: 08.01.2016 08:12:30 (-0500)  
Queries to: it\_noreply@co.hidalgo.tx.us

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Respectfully,  
Sandy Suarez, Buyer II  
Hidalgo County Purchasing Department  
2802 S. Bus Hwy. 281  
Edinburg, TX. 78539  
(956) 318-2626 ext. 4860  
(956) 292-7612 fax  
sandy.suarez@co.hidalgo.tx.us

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Respectfully,

Sandra Montalvo, Buyer II  
Hidalgo County Purchasing Department  
2812 S. Bus. Hwy. 281  
Edinburg, Tx 78539  
Office-(956)318-2626 or 956-292-7000 ext. 4865  
Fax-(956)318-2629 or (956)292-7612  
Email: sandra.montalvo@co.hidalgo.tx.us

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Respectfully,

Sandra Montalvo, Buyer II  
Hidalgo County Purchasing Department  
2812 S. Bus. Hwy. 281  
Edinburg, Tx 78539  
Office-(956)318-2626 or 956-292-7000 ext. 4865  
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Email: sandra.montalvo@co.hidalgo.tx.us



**HIDALGO COUNTY PURCHASING DEPARTMENT  
PARTICIPATING BIDDER'S LOG**

**BID OPENING DATE: JULY 27, 2016**

**BID OPENING TIME: 9:30 A.M.**

**DEPARTMENT/BID DESCRIPTION: *Hidalgo County-“Printing and Mailing of Post Cards (warrants and/or reminders)”***

**BID NO.: 2016-236-07-27-SMA**

**Buyer: Sandra Montalvo**

	NAME OF VENDOR COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF	DATE	MAILING ADDRESS, PHONE No & E-MAIL ADDRESS
1.	UPPER VALLEY MAILING SRVS Jim Duncan	E-mail	Sandy Suarez	7/11/16	1418 Beech Ave. Ste 109 McAllen, Texas 78501 956-668-7678 <a href="mailto:postman217@aol.com">postman217@aol.com</a>
2.	THE SIGN DEPOT Mike Pena	E-mail	Sandy Suarez	7/11/16	2720 N. 10 <sup>th</sup> McAllen, TX 78501 O. 956-687-SIGN (7446) C. <a href="tel:956-240-9899">956-240-9899</a> <a href="mailto:mp@thesigndepot.com">mp@thesigndepot.com</a>
3.	PRINT DEPOT Mike Castillo	E-mail	Sandy Suarez	7/11/16	1510 Beech Ave McAllen, TX 78501-4724 (956) 688-6227 <a href="mailto:printdepot@me.com">printdepot@me.com</a>
4.	MGM PRINTING Lorenzo Ramos	E-mail	Sandy Suarez	7/11/16	1200 E Hackberry Ave Ste K McAllen, TX 78501-5743 (956) 994-8821 <a href="mailto:mgmprinting@hotmail.com">mgmprinting@hotmail.com</a>
5.	INFORMATION MANAGEMENT SOLUTIONS Attn: Sy Green or Thomas Kelly Dowe	E-mail	Sandy Suarez	7/11/16	2422 Freedom St. San Antonio, TX 78217 P# 210-826-4994 x 18 F# 210-826-2676 <a href="mailto:sy@totalims.com">sy@totalims.com</a> or <a href="mailto:Kelly@totalims.com">Kelly@totalims.com</a>
6.	SEVEN SOURCE Attn; Christina Miller	EMR	Sandy Suarez	7/11/16	P-315.308.7852 F-315.702.0205 <a href="mailto:Christina@sevenoutsource.com">Christina@sevenoutsource.com</a>
7.	AC PRINTING Debbie Gelmini	EMR	Elena Gomez	7/18/16	3400-1 South Raider Drive Euless, Texas 76040 817-267-8990 (o) 817-798-1156 © <a href="http://www.acprinting.com">www.acprinting.com</a> <a href="mailto:phil@southwes-direct.com">phil@southwes-direct.com</a>
8.	SOUTHWEST DIRECT Phil Gage	EMR	Elena Gomez	07/18/16	
9.	DATA INTEGRATORS, INC. Robert Denton	EMR	Elena Gomez	07/18/16	1190 International Parkway, Ste 109 Fredericksburg, VA 22406 (O) 540-752-9740 © 571-238-7633 <a href="mailto:bdenton@dataintegrators.com">bdenton@dataintegrators.com</a>
10.	NDSI DIRECT SOLUTIONS Tracy Clark	EMR	Elena Gomez	07/18/16	2621 Lone Star Drive Dallas, Texas 75212-6306 (o) 214-631-1800 ext 1227 <a href="mailto:tracy@ndsirect.com">tracy@ndsirect.com</a>
11.	TOUCHPOINT CUSTOMER COMMUNICATIONS Charlie McGee	EMR	Elena Gomez	07/18/16	3932 Miller Road Newtown Square, PA 19073-2999 484-420-4699 ext #21 cell: 610-390-6934 <a href="mailto:cmcgee@touchpoint-cc.com">cmcgee@touchpoint-cc.com</a>
12.	QUESTMARK INFORMATION MANAGEMENT, INC Kelly Salinas	EMR	Sandy Suarez	07/18/16	9440 Kirby Dr. Houston, TX. 77054 O-713-662-9022 F- 713-662-9660 <a href="mailto:kellyrs@qiminc.com">kellyrs@qiminc.com</a>

13.	PEREGRINE SERVICES, INC Tom Stith	EMR	Sandy Suarez	07/18/16	O-913-972-2734 <a href="mailto:tstith@peregrinesolutions.com">tstith@peregrinesolutions.com</a>
14.	MRS Max Smith	EMR	Sandy Suarez	07/18/16	O – 318-654-8907 / 601-326-4221 T-800-657-8715 C – 601-832-7702 F- 318-322-1782 <a href="mailto:maxsmith@tec.com">maxsmith@tec.com</a>

\*VIA:

IN PERSON (IP)

TELEPHONE REQUEST (TR)

BIDDER LIST MAIL OUT (BLM)

E-MAIL REQUEST (EMR)

**HIDALGO COUNTY PURCHASING DEPARTMENT  
ACCEPTANCE SHEET**

DEPARTMENT NAME: **Hidalgo County - "Printing and Mailing of Post Cards (warrants and/or reminders)"**

**BID OPENING DATE: JUNE 27, 2016 @ 9:30 AM**

**BID NO: 2016-236-07-27-SMA**

PARTICIPATING VENDORS NAME OF COMPANY  <b>SOLE BIDDER</b>	DESCRIPTION OF SECURITY SERVICES			
	PRICE FOR PRINTING	POSTAGE	1 <sup>ST</sup> CLASS (per card)	BULK (per card)
1) <b>INFORMATION MANAGEMENT SOLUTIONS</b>	<u><b>\$ 0.0775</b></u> Cards	3 DIGITS	<b>\$ 0.367</b>	<b>\$ 0.0274</b>
		5 DIGITS	<b>\$ 0.274</b>	<b>\$ 0.0255</b>

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 Information Management Solutions, L.L.C.  
 San Antonio, TX United States

Certificate Number:  
 2016-99192

Date Filed:  
 08/15/2016

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Hidalgo County Tax Assessor/Collector

Date Acknowledged:

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 2016-236-07-27-SMA  
 Printing and Mailing of Post Cards- Warrant and Reminders

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



T. Kelly Powe  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said T Kelly Powe, this the 15 day of August, 2016, to certify which, witness my hand and seal of office.

Norma Piche Signature of officer administering oath  
NORMA PICHE Printed name of officer administering oath  
 Title of officer administering oath

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2016-236-07-27-SMA  
Printing and Mailing of Post Cards- Warrant and Reminders

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			Controlling	Intermediary

5 Check only if there is NO Interested Party.

**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath