

Exhibit "A"
HIDALGO COUNTY ELECTIONS DEPARTMENT
"Printing and Mass Mail Out of Voter Registration Cards"
RFB NO. 2019-250-00-00-ABV

Overview:

It is the intent of Hidalgo County to contract the **vendor that has experience working at minimum, three (3) previous mass mail outs and is** most qualified to provide all materials, supplies, equipment, tools and services. The qualified vendor must be physically **located within a 250-300 mile radius of the Hidalgo County Elections Department and must personally oversee** labor and supervision of the **printing and mail out** of the voter registration cards as specified herein. In accordance with the Texas Election Code Section 31.003, this directive establishes the requirements for voter registrars to issue voter registration certificates including; but not limited to the following:

GENERAL SPECIFICATIONS/REQUIREMENTS

The County of Hidalgo is seeking bids to supply **and/or service** Hidalgo County Elections Department with a bid on the following items.

Item I: Approximately **370,000** Printed, **perforated well** and Mail-Out Voter Registration Certificates; **any leftover stock needs to be perforated well and delivered to the Elections Department.**

Item II: Additional **150,000** Blank Voter Registration Certificates **must be perforated well and delivered to the Elections Department.**

Item III: Deliver Voter Registration Certificates to the Edinburg Texas Post Office located at: 410 South Jackson Rd, Edinburg, Texas 78539, utilizing the Election Department's Permit Number (to be provided to the awarded vendor). **The Additional Blank Voter Registration Certificates must be delivered to the Elections Department located at: 101 S. 10th Ave, Edinburg, Texas 78539, on the same day as the mail out. Samples of the certificate with the correct number of squares must be included by the vendors with the Hidalgo County Elections Department Information in your packet as per the Specifications.**

(See enclosed: Sample I-Printed Certificate and Sample II-Blank Certificate.

- **Samples must be included with your packet as per the Specifications.**

CERTIFICATE INFORMATION:

- Hidalgo County is requesting bids for approximately **370,000** Voter Registration Certificates to be printed and mailed with barcodes and variable data as specified by the Texas Secretary of State Directive and to include a Quick Response Code (QR Code) that **links to the Elections Website**. Certificates are to be cut sheet laser print **and any leftover stock needs to be perforated well and delivered to the Elections Department.**
- The certificate has been designed to meet the content requirements of Texas Election Code Sections 15.001, 15.002, and 15.003, bilingual requirements of the Federal Voting Rights Act, 42 U.S.C.A. Section 1973aa-1a, the mailing requirements of Texas Election Code Sections 14.001 and 14.002, and regulations of the United States Postal Service regarding size, thickness of paper, address placement and postage.
- Various other exigencies such as horizontal and vertical spacing for computers have been considered. To avoid any possible violations of state or federal law, no change to the specifications of the certificate, as provided by this directive, may be made without prior written approval by Hidalgo County and the Office of the Secretary of State of Texas.

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- The layout of the certificate must be exactly as shown on the sample. If a laser printer is used, the certificates must be printed on an 8-½" x 14" with a 1" gripper at the top and a 1 ¼" margin on the left side of the paper.

COLOR AND PAPER SPECIFICATIONS:

- The color for the **2020-2021** Certificate is: **Pantone 1485 (Orange) at 100% solid.** The stock is white index or the equivalent. To meet postal requirements, the paper must be **at least .007"** thick and not more than .016" thick.
- The sample attached is printed on #110 Index. When the paper is manufactured, there can be a variance in the thickness of the paper, so the paper must meet postal requirements for calibration.
- The front side of the certificate is to be printed with **Pantone 1485 (Orange) at 100% solid.** The language on the certificates will be in black ink. Using the **Pantone 1485 (Orange) at 100% solid** ink to "color" the paper will ensure that all certificates are printed uniformly across the state.
- The back side of the certificate may be printed either with the **Pantone 1485 (Orange) at 100% solid** or left plain white. The sample attached shows the area that is to be printed in **Pantone 1485 (Orange) at 100% solid.** (Note the **Pantone 1485 (Orange) at 100% solid** will change every two years; and will be submitted to the contractor at the renewal time, if required)

PRINTING OF NEW VOTER REGISTRATION CERTIFICATES:

Phase I: Design of laser overlay and printing Voter Registration Certificate:

- a) The awarded vendor will provide professional design assistance for the master overlay and assistance for the overlay placement of data on voter registration certificate form based on the State of Texas.
- b) Size: 4-1/8"x 6" Voter Registration Certificates;
- c) Certificates per page: **Four (4)** Perforated well Voter Registration Certificates on blank, legal landscape of 8.5"x 14" sheet of paper;
- d) Color: Certificate must be **Pantone 1485 (Orange) at 100% solid;**
- e) **Vendor must produce and provide a sample (mockup) of a Voter Registration Certificate with bid package; samples of the certificate with the correct number of squares must be included by the vendors with the Hidalgo County Elections Department information in the packet.**

Phase II: Laser Processing of Voter Registration Certificates:

The contractor will process data received from Hidalgo County Elections Department through point of contact, Melanie Esparza, Accountant, on CD-ROM or through email.

Phase III: Mail Processing of Voter Registration Certificates:

Hidalgo County will supply 100% of the postage. The Contractor will maintain and present to Hidalgo County, postage receipts records that include the U.S. Postal Carrier Route Code and Zip+4 and 2-digit destination code plus the check digit for CASS provide postal qualification that will guarantee the lowest postal rate possible for the Voter Registration Certificates.

Postage: Mail Via First Class Mail **(Postage fees shall not be included in Cost of bidding schedule);**

- a) Mail service to include: Addressing, Collating, Packaging, Sorting and **Delivery to the Edinburg Texas Post Office; the awarded vendor will be provided the Elections Department's Postal Permit**

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number.

- b) CASS (Coding Accuracy Support System) certify and PAVE (Presort Accuracy, Validation and Evaluation) Presort cards to yield maximum postage savings;
- c) Bar Code Report must be provided to Hidalgo County;

TERM OF CONTRACT:

1. Awarded vendor must start mail-out of certificates on or after November 15, 2019 but before December 5, 2019 as per Texas Election Code, Chapter 14, Section 14.001
2. Awarded vendor must be prepared to commence printing of the 370,000 certificates upon award of bid and receipt of an approved purchase order.
3. Awarded vendor shall be responsible for compliance with any changes or modifications to State laws affecting this bid and for complying with all revised deadlines required by federal, state or local laws that may come into effect during the term of the contract.
4. Hidalgo 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.
5. County will seek purchases from state awarded vendors whenever it is in its best interest to do so.
6. Any contract awarded to a successful bidder will be in effect until;
 - i. The contract expires
 - ii. Delivery acceptance of products and/or performance of services ordered, or
 - iii. Terminated by County with thirty (30) days written notice prior to the cancellation.
7. Hidalgo County reserves the right to award to the lowest qualified bid to one bidder or to multiple bidders if the County determines it is in the best interest to do so.
8. Insurance requirements for this project to be maintained through out the contract term (Refer to limits on the Exhibit "C" for limits).
9. 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 advantageous to the County.
10. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
11. **All cost and expenses associated with the preparation and submission of all (bid, proposals, statements of qualifications (RFQ) and quotes shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.**
12. After bid is awarded and low bidder(s) default(s) in meeting the terms and conditions of this bid and/or comply with the contractual agreement, Hidalgo County reserves the right to seek services from the next lowest bidder(s) or other vendor. In such event, County shall charge the successful bidder(s) the difference for any additional cost of such item(s).

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MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1. **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.
 - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
 - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
2. **Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
3. **Time frame for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.
4. **Allowable Review Periods:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment

reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

- 5. Dollar Limit to Price Changes:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA E-MAIL TO alexandra.vela@co.hidalgo.tx.us by NO LATER THAN MONDAY, Month day and 2019 @ 5:00 P.M. Responses will be sent to all applicants via facsimile or e-mail by no later than **WEDNESDAY, Month day and 2019 @ 5:00 P.M.**