

EXHIBIT A
Specifications/Requirements
Hidalgo County
“*PRINTING and MAILING of POST CARDS*”
(*Courtesy/Scofflaw Notices*)”
RFB No.: 2019-149-09-25-TDL

SCOPE:

Hidalgo County is currently soliciting to contract a qualified vendor that meets and/or exceeds the specifications/requirements, terms and conditions for “*Printing and Mailing of Post Cards (Courtesy/Scofflaw Notices)*” for all postage, materials, supplies, equipment, tools, services, labor and supervision necessary to print and mass mail the courtesy/ Scofflaw notification cards, as specified herein and including, but not limited to, the following: (see sample-post card).

SPECIFICATIONS and/or REQUIREMENTS:

1) PRINTING

- 1.1. Vendor will print and mail the card, with addressee and sender information according to the variables in the CSV file. (CSV file will be provided to vendor at the time of award).
- 1.2. Vendor will provide (Delivery Point Barcode) on Statement Address to comply with U.S. Postal Service regulations.
- 1.3. Vendor will provide address verification.
- 1.4. Vendor will provide Change of Address search (Look up addressee for any change of address information) CASS certification to ensure lowest discounted postage rates possible.
- 1.5. County will provide an electronic comma separated value (CSV) file.

2) POST CARD

- 2.1. **Size: 5.5" x 8.5"; bond stock**
- 2.2. Weight: 110 LB
- 2.3. **Estimate Quantity: 25,000 – 50,000 a year.** Hidalgo County requests pricing for approximately 25,000 –50,000 a year post cards to be printed and mailed with barcodes and variable data as specified herein. Cards may be continuous feed or cut sheet laser printed.
- 2.4 **Color and Paper Specifications:**
 - a) The stock to be ordered will be **multicolor**. The color will vary for post cards. Vendor needs to provide paper stock options with its cost.
 - b) To meet postal requirements, the paper must be at least .007" thick and not more than .016" thick.
 - c) The language on the card will be in black ink. The backside of the card shall be in black ink. Please see attached sample.

3) POSTAGE

3.1 Postage will be the responsibility of Hidalgo County, Edinburg Texas Post Office.

4) MASS MAILOUT INFORMATION:

4.1 Approximately **25,000-50,000** post cards could be mailed. Each record will be a fixed length and exported to the CSV file. File may also be transferred to vendor via FTP.

4.2 The zip code information provided by the Information Technology Department office is not a zip+4.

4.3 Vendor shall print barcodes of the card number and notice number on the face of the card in a 3-of-9 barcode font.

4.4 Data will be provided on CSV file. County Information Technology Department (the “Department”) shall be responsible for preparing and sending out batch(es) of postcards to Company. Company shall then send to department, for approval, a SAMPLES file containing all postcards for each particular batch. Upon receipt of approval from Department Company shall request in writing from Department approval to utilize County’s mailing permit. After approval from Department is issued to Company, in writing, Company will utilize County’s mailing permit to stamp the postcards in such batch and deliver such batch of postcards to USPS for mailing.

4.5 Samples and/or proofs must be made available to Hidalgo County Information Technology department from the test data within ten (10) days from receipt of data and must be approved in writing by Hidalgo County prior to actual printing. Corrected printing proof to be picked up by vendor no later than three (3) days after receipt of original proof.

4.6 Upon request, Vendor shall provide the Hidalgo County Information Technology Department with records of mailing by batch and date, including logs, or receipts provided by the USPS.

5) TERMS AND CONDITIONS

5.1 The term of the bid contract will be for a period of one (1) year. Hidalgo County may in its sole discretion elect the option to extend the contract for **two (2) additional one (1) year** terms under the same rates, terms and conditions.

5.2 Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term due to any unforeseen delay in the procurement process.

5.3 Hidalgo County reserves the right to award to ONE or MULTIPLE vendors if the County determines it is in its best interest to do so.

5.4 Hidalgo County reserves the right to award this contract on an “all or nothing basis”.

5.5 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.

- 5.6 Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit "C" for limits).
- 5.7 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.
- 5.8 All bidders must submit, WITH BID, at least three (3) references from clients for whom a project similar to that specified herein has been successfully accomplished. References must include client name, contact person and telephone number (see Exhibit A-1-References).

6) ADDITIONAL INFORMATION:

- 6.1 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.
- 6.2 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.
- 6.3 **ALL WRITTEN INQUIRIES WILL BE ACCEPTED via facsimile (956)292-7612 or via e-mail tanya.delira@co.hidalgo.tx.us by no LATER THAN, TUESDAY, SEPTEMBER 17, 2019, by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than THURSDAY, SEPTEMBER 19, 2019 by 5:00 p.m.** Telephone Inquiries WILL NOT be accepted.



PRESORTED
FISRT-CLASS
U.S. POSTAGE PAID
SAN ANTONIO, TX
PERMIT NO. 1678

Celestino Avila, Jr.
Constable Pct. 1 Hidalgo
County, Texas
1902 Joe Stephens Ave. Suite 303
Weslaco, TX 78596
(956) 292-7629

OFFICIAL COURTESY NOTICE

You missed your court date.

ACT IMMEDIATELY TO AVOID FURTHER ACTION!



PAY ONLINE:

pay.hidalgocounty.us

FRONT

Gilberto Saenz
Justice of the Peace Pct. 1, Pl. 1 1902
Joe Stephens Ave. Suite 301
Weslaco, TX 78596 (956) 292-7629



REFERENCE #:

PID

OFFICIAL COURTESY NOTICE

Our records indicate you missed your court date. This is an opportunity to resolve this issue.

Pay your fine online or contact the court indicated above. Otherwise, you will be charged with

FAILURE TO APPEAR and you could have a **WARRANT ISSUED FOR YOUR ARREST AT ANY TIME**

Also, you may be subject to non-renewal of your driver's license and non-renewal of your vehicle registration, among other actions taken against you.

NOTIFICACION OFICIAL DE CORTESIA

Nuestros registros indican que usted no se presentó a corte el día de su caso.

Esta es una oportunidad para resolver su caso. Pague su multa en línea o comuníquese con la corte arriba indicada.

De lo contrario, será acusado con la ofensa de **FALTA DE COMPARECENCIA** y una

ORDEN DE ARRESTO PUEDE SER EMITIDA EN SU CONTRA EN CUALQUIER MOMENTO

Igualmente, usted podría ser sujeto a los programas de denegación de licencia de conducir y registro vehicular, entre otras acciones que puedan tomarse en su contra.

PAY YOUR FINE NOW * PAGUE SU MULTA AHORA * pay.hidalgocounty.us

BACK