



HARRIS COUNTY
APPRAISAL DISTRICT
Houston, Texas

BID NUMBER 2016-09

CUSTOM PRINTED ENVELOPES FOR THE
HARRIS COUNTY APPRAISAL DISTRICT
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS 77040

Issued: October 19, 2016

The Harris County Appraisal District (hereinafter referred to as District) is accepting sealed bids on a contract for the purchase of custom designed envelopes as specified in this document. Bid documents must be physically received no later than **2:00 p.m. on Wednesday, November 16, 2016** in the Purchasing Office of the District. Bid documents may be mailed, but must be physically received in the Purchasing Office by the required date and time.

PHYSICAL ADDRESS:

Attn: Tammy Argento
Purchasing Manager
Harris County Appraisal District
13013 Northwest Freeway
Houston, TX 77040

MAILING ADDRESS:

Attn: Tammy Argento
Purchasing Manager
Harris County Appraisal District
P. O. Box 920975
Houston, TX 77292-0975

The statement **"*BID #2016-09 ENCLOSED*"** must be indicated on all bid packages. If a bid is not adequately identified, it will be opened to establish identification and will be processed as any other bid. However, this results in an unsealed bid and violates the integrity of purpose for the sealed bid procedure. Consequently, bidders are urged to make certain the envelope is adequately identified.

Bids not physically received in the Purchasing Office by the required date and time, as evidenced by the Purchasing Office date and time stamp, will be returned unopened provided the bidder's envelope is properly identified with the return address. If the bidder's envelope is not properly identified it will be opened to identify the bidder and/or obtain the address before it is returned.

All bid documents timely received will be taken to the 7th floor Board Room for a public opening and reading at **3:00 p.m. on Wednesday, November 16, 2016**. Any questions pertaining to this bid should be directed to Tammy Argento, Purchasing Manager, at (713) 957-7401.

All bids are subject to the General Conditions, Special Terms & Conditions, and Specifications as stated in this document. The Harris County Appraisal District reserves the right to reject any or all bids or accept the bid(s) deemed most advantageous to the District.

**FAILURE TO COMPLY WITH THE
GENERAL CONDITIONS,
SPECIAL TERMS & CONDITIONS,
AND SPECIFICATIONS
CONTAINED HEREIN
MAY RESULT I N BID BEING DISQUALIFIED**

GENERAL CONDITIONS OF BIDDING

1. BIDDING

- a. All bids must be on blank forms furnished by the Purchasing Office. The use of vendor bid forms containing terms and conditions which are in conflict with those of the District constitute a counteroffer and are not acceptable as a bid.
- b. All bids must be written in ink or by typewriter, inkjet printer, or laser printer. Pencil quotations will not be considered.
- c. Bids should show net prices, extensions and net total. In case of conflict between unit prices and extension, the unit price will govern.
- d. All bids are to be based on an as-delivered basis and must include all costs that will be billed (i.e. freight, handling, inside delivery, set up, trip charges, etc.).
- e. Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type, style or quality of material desired. If a bidder quotes on an article other than the one specified, which he considers comparable, the name and grade of said article must be specified in the bid and sufficient specifications and descriptive data must accompany same to permit thorough evaluation. Proof that the item offered is "equal to or exceeds specifications" is the responsibility of the bidder. In the absence of these qualifications, he will be expected to furnish the article called for.
- f. Vendor shall furnish all data pertinent to warranties or guarantees, which apply to items in the bid.
- g. This proposal must not be altered. Any erasure or alteration of inquiries may invalidate the bid on the item on which the erasure or alteration is made.
- h. Quotations will not be considered in cases where bidder quotes more than one price on an item, except where alternate bids are expressly called for.
- i. All bids must show the full name of firm bidding, with the name typewritten or in ink.
- j. All bids must be signed, in ink, by a responsible officer or employee of the firm and title of the officer or employee must be shown. Obligations assumed by the signature must be fulfilled.
- k. All items must be quoted in order to be considered for award.
- l. All bids must be notarized by a bonded notary public.
- n. Bidders are invited to be present at the opening of bids.
- o. Any deviation from these conditions and specifications must be approved in writing by the District.

- p. Bids transmitted by facsimile are not acceptable.
- q. All costs for preparation and submission of bids are the responsibility of the bidder.
- r. Amending and/or withdrawing a bid is permissible if such request is received, from the bidder, by the Purchasing Office prior to the bid opening date and time. All such requests must be typewritten or in ink, manually signed in ink by a responsible officer or employee of the firm, and title of the officer or employee must be shown.

2. PRICING

- a. No change in price will be considered in the award of bids, and all quotations must be on a net basis.
- b. Cash discounts will not be considered in the award of bids, and all quotations must be on a net basis.
- c. All prices quoted must be firm for the term of agreement.

3. TAXES

- a. The Harris County Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.
- b. Unless the bid form or specifications specifically indicate otherwise, the price bid must be net exclusive of above-mentioned taxes, and will be so construed.
- c. A vendor desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the Harris County Appraisal District, must submit the proper forms, and the purchasing agent, if satisfied as to the facts, will approve or issue the necessary certificates.

4. AWARD

- a. The District will evaluate and make award of bids on the basis of the lowest and best bid, which meets or exceeds the specifications.
- b. The District reserves the right to consider and make award of bids on articles of similar nature that will in all respects serve the purpose for which the purchase is being made. The District reserves the right to be the sole judge as to whether such articles will serve the purpose.
- c. Unless otherwise specified, the District reserves the right to accept or reject in whole or in part any bid submitted or to waive any informality for the best interests of the District.
- d. The District reserves the right to consider and make awards for the best interests of the District.
- e. Contents of the selected bid and all conditions, special terms & conditions, and specifications of the bid are contractual obligations.

- f. Bids are customarily referred to the purchasing agent for recommendations. Wherever possible, such recommendation will be made in time to permit the District Board of Directors to award the bid at its next scheduled meeting on Wednesday, December 21, 2016, at 9:30 a.m.
- g. A blanket purchase order will be issued to the successful bidder upon award of the bid during the first week of January 2017.
- h. Upon awarding the bid, a tabulation of bids will be available for public inspection in the Purchasing Office. To schedule a time to view such record(s) call (713) 957-7401.
- i. Bidders having delinquent property taxes will not be considered for award.

5. BID DEPOSIT

No bid deposit or bond is required.

6. DELIVERIES

- a. All bids are for delivery not later than the time stated in the specifications; F. O. B. the point of delivery stated in the specifications and/or bid form.
- b. Unless otherwise stated in the specifications, deliveries must consist only of new and unused merchandise.
- c. Full tare must be allowed and no charges made for packages.
- d. In the event that the deliveries of the supplies covered in the proposal are not made within the number of days specified, or in the event that the supplies delivered are rejected, and are not removed and replaced within the number of days specified in the official notice of rejection, the District reserves the right to purchase said supplies in the open market and charge the difference, if any, to the account of the contractor.
- f. The bidder must provide for inside delivery and setup. A loading dock is available. It is the responsibility of all vendors to keep the District's Purchasing Office notified of any unexpected problems which would prevent the vendor from meeting delivery deadlines as they become aware of them.
- g. The District reserves the right to reject, without prior authorization, any deliveries not meeting these specifications and delivery orders.

7. REJECTIONS

- a. Articles not in accordance with samples and specifications must be removed by the bidder and at his expense. All disputes concerning quality of supplies delivered under this proposal will be determined by the purchasing agent or his designated representative.

- b. All articles enumerated in the proposal shall be subject to inspection on delivery by an officer designated for the purpose and if found inferior to the quality called for, or not equal in value to the department's samples, or deficient in weight, measurements, workmanship, or otherwise, this fact shall be certified to the purchasing agent, who shall have the right to reject the whole or any part of the same.

8. PAYMENT

- a. Payment will be made on completed purchases, which are cleared by the last working day of the month.
- b. Partial payments will be made on purchase orders. However, contact must be made with the chief financial officer before the end of the month that the vendor wishes to receive payment on items delivered. Otherwise, payment will be made on completion of the purchase order.
- c. Payments (complete or partial) will be mailed no later than the fourth Friday of the following month.
- d. The District's obligations will be payable solely from funds appropriated in the District's budget for the year in which such obligations may be due and payable. In the event that no funds or insufficient funds are appropriated for payment of obligations the contract shall be terminated without liability to the District, its officers, agents, or employees.
- e. All packing lists, invoices, etc. must reference **BID #2016-09**, and the applicable purchase order number.
- f. All invoices should be submitted to the following address:
 - Attn: Accounts Payable
 - Harris County Appraisal District
 - P. O. Box 920975
 - Houston, TX 77292-0975

9. PATENTS

- a. The contractor agrees to indemnify and save harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them of any of them, for or on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.
- b. Evidence of such payment or satisfaction shall be submitted, upon request of the purchasing manager, as necessary requirement in connection with the final estimate for payment in which such patented appliances, products or processes are used.

10. CONDITIONS PART OF BID

The General Conditions of Bidding defined herein shall be a part of the attached bid.

SPECIAL TERMS & CONDITIONS O F BID

1. SCOPE & INTENT

It is the intent of this specification to secure a contract for providing a supply of custom designed 2-window and non-window printed envelopes to the District for the purpose of mailing out 25.19 notices, hearing notices, renditions, homestead and exemption letters, and daily production as required for year 2017.

2. TIME FRAME

The term of agreement shall commence on January 1, 2017 and shall cease on December 31, 2017, with the option to renew for year 2018. The envelopes shall be delivered as requested per requirements on page 9 of this RFP. **IMPORTANT:** There are 4 time periods that a delivery is required. The total number of envelopes should not be manufactured in one production run but manufactured only in time to avoid curling of contents and meet the required delivery dates.

3. BIDDER QUALIFICATIONS & EVALUATION

- a. Bidders are required to submit a properly completed Bidder Application Form to the District's Purchasing Office. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions/additions to this form as is deemed appropriate. This application is used to establish a bidders' database which is maintained for the purpose of a bid mailing list, and other references as required. Bidders are only required to submit this form one time. Please contact the District's Purchasing Office at (713) 957-7401 if you are unsure as to whether this form has been previously submitted.
- b. All bids will be evaluated using the same requirements and criteria.
- c. No vendor having or having had an envelope supply contract with the District will be given more consideration than any other bidder.
- d. During any part of the bid process, from preparation of specifications through the issuance of a purchase order, the District's Purchasing Office reserves the right to seek any additional information, clarification, and/or verification deemed necessary to render a reasonable responsive evaluation, and recommendation to the District's Board of Directors.
- e. Evaluation will determine the ability of the vendor to provide the most efficient service in the most economical method for the District.

- f. Other criteria will include pricing in all respects, quality of service, availability of service, past performance, references, and meeting of all requirements and specifications.

4. COMPATIBILITY

- a. All envelopes must be compatible for all practical purposes of processing, to include manual or hand insertion. The envelope must be constructed in such a manner that the window cover is securely attached on all edges to the front interior of the envelope, and all seams of the envelope are securely sealed. The gum on the flap must not wash off during a folding/inserting process.
- b. All envelopes must be compatible for all practical purposes of processing to include automatic or machine insertion, with the existing equipment at the District's central mail facility and at the District's bulk mail contractor facility without any additional cost to either party.
- c. All envelopes must be compatible for all practical purposes of processing, to include automatic or machine insertion, with the existing equipment at the District's central mail facility and at the District's bulk mail contractor facility without any additional cost to either party. The District's equipment is a Pitney Bowes DM1100 Intellilink mailing machine and Pitney Bowes DI950 Fast Pac folder/inserter.
- d. All envelopes must be compatible for all practical purposes of processing, to include metering or scanning, with the existing equipment at the District's central mail facility, the District's bulk mail contractor facility, the District's pre-sort contractor facility, and the United State Postal Service without any additional cost to those parties.
- e. All envelopes containing window covers must meet United States Postal Service postal regulation DMM-C840.7.3, and must be delivered without wrinkles or creases.

5. PACKAGING

- a. Each line item envelope is to be boxed, cartoned, and palletized individually.
- b. All #10 envelopes are to be packaged 500 each per box and 5 boxes per carton. The box and carton must be constructed in such a manner that the envelopes retain their original construction, and must not allow for shifting, bending or curling. All cartons must be labeled on the end with the envelope description, quantity, ***BID 2016-09***, and the applicable purchase order number.
- c. All 9" x 12" envelopes are to be packaged 500 each per carton. The carton must be constructed in such a manner that it retains its original construction and must not allow for shifting or bending. All cartons must be labeled on the end with the envelope description, quantity, ***BID 2016-09***, the applicable item number, and the applicable purchase order number.
- d. Envelopes, which are deliverable in pallet quantities, are to be palletized on wooden pallets and securely shrink-wrapped. The weight capacity of each pallet cannot exceed 4000lb. The construction of the pallet must be compatible with the equipment at the District and at the District's bulk mail contractor facility, without any additional cost to either party. The District's equipment has a standard fork height (3-1/4" low to 7-3/4" high), standard fork width (6"), and the fork size is 21" wide x 36" long.
- e. Packaging for shipment shall be in accordance with industry standard practice, and in a manner readily accepted by common carriers engaged in interstate commerce.

6. DELIVERIES

- a. All envelopes will be ordered in full carton quantities.
- b. Deliveries will be made to either the District’s central office facility or to the mail house below. District purchasing personnel will provide the exact delivery location shortly before the required delivery dates. When delivery is required to the District’s facility, inside delivery to the 6th floor is required. Contractor must supply the necessary labor and equipment for delivery to either location.

<u>Central Office Facility</u>	<u>Questmark</u>
Harris County Appraisal District	9440 Kirby Drive
13013 Northwest Freeway	Houston, TX 77054 Houston,
TX 77040	

- c. For deliveries made to the District’s Central Office Facility, all delivery personnel must sign in with the Purchasing Office prior to entering any other area. A badge will be issued for them to wear during the course of making the delivery. Upon completing the delivery, they will need to return the badge to the Purchasing Office and sign out.
- d. All item 1, #10 Address Service envelopes shall arrive at the desired destination on four occasions:
 - 1) Quantity 1,000,000 each during the week of January 16, 2017
 - 2) Quantity 500,000 each during the week of March 13, 2017
 - 3) Quantity 250,000 each during the week of May 22, 2017
 - 4) Quantity 250,000 each during the week of September 4, 2017
- e. All item 2, #10 Return Service envelopes shall arrive at the desired destination on one occasion:
 - 1) Quantity 50,000 each during the week of May 22, 2017
- f. All item 3, #10 Certified Address Service envelopes shall arrive at the desired destination on one occasion.
 - 1) Quantity 150,000 each during the week of March 13, 2017
- g. A purchase order for all envelopes will be issued during the first week of January 2017. Shipments shall not occur before the requested delivery periods.

7. SAMPLES

- a. A minimum of 10 each #10 envelopes must accompany the bid. The envelopes will be used for testing purposes in the district’s mailing machine. A sample or mock-up proof should also be submitted for each envelope being bid.
- b. Each sample or mock-up proof submitted must be identified with the Item # for which it is being submitted.
- c. Failure to submit the required samples may disqualify your bid.
- d. The District will provide camera-ready artwork of the HCAD seal/logo.

e. A proof is required for approval, prior to final run of the job.

8. QUANTITIES

a. All quantities are guaranteed requirements for the term of contract.

Item #1	2,000,000 each (over 4 delivery dates)
Item #2	50,000 each (on 1 delivery date)
Item #3	150,000 each (on 1 delivery date)

b. A firm commitment of quantity is required for the envelopes. It is estimated that no additional quantity of these envelopes will be required during the remainder of the term of contract.

9. CANCELLATION

a. Cancellation of the contract by the vendor must be submitted in writing to the District's purchasing agent 120 calendar days prior to the effective date.

b. Cancellation of the contract by the District must be submitted in writing to the vendor 90 calendar days prior to the effective date.

10. SEVERABILITY

If any section, subsection, paragraph, sentence, phrase, or work in these specifications shall be held invalid, such holding shall not affect the remaining portions of these specifications and it is hereby declared that such remaining portions would have been included in these specifications as though the invalid portion had been omitted.

Item #2: CUSTOM PRINTED DOUBLE WINDOW ENVELOPE

#10, 24# White Wove, Diagonal Die Cut, Continuous Gum Commercial Flap, No Inside Tint, Two Non-Tinted or Transparent Window Covers as follows:

a. WINDOW #1 (Return Address)

Size: 1-1/8" high x 3-1/4" wide **Placement:** 1/2" from left & 2-5/8" from bottom

b. WINDOW #2 (Mailing Address)

Size: 1-9/16" high x 4-1/8" wide **Placement:** 4-5/16" from left & 11/16" from bottom

c. HCAD Seal Printed on Face Only with Black Ink Placed as follows:

Type: **Placement:** 4" from left & 2-3/4" from bottom



d. One Line of Type Printed on Face Only with All Caps, No Punctuation with Black Ink as follows:

Type: **IMPORTANT PROPERTY TAX INFORMATION** **Placement:**

5" from left & 2-3/8" from bottom

e. Postal Endorsement Printed on Face only with All Caps, No Punctuation, Bold Type with Black Ink as follows:

Type: **RETURN SERVICE REQUESTED**

Placement: 1/2" from left & 2-1/4" from bottom

Item #3: CUSTOM PRINTED CERTIFIED DOUBLE WINDOW ENVELOPE

#10, 24# White Wove, Diagonal Die Cut, Split Gum Commercial Flap, No Inside Tint, Two Non-Tinted or Transparent Window Covers as follows:

a. WINDOW #1 (Return Address)

Size: 1-1/8" high x 5-3/4" wide **Placement:** 1/2" from left & 2-5/8" from bottom

b. WINDOW #2 (Mailing Address)

Size: 1-9/16" high x 4-1/8" wide **Placement:** 4-1/4" from left & 11/16" from bottom

c. HCAD Seal Printed on Face Only with Black Ink as follows:

Type:

Placement: 1/2" from left & 1-1/8" from bottom



d. One Line of Type Printed on Face Only with All Caps, No Punctuation with Black Ink as follows:

Type: **IMPORTANT PROPERTY TAX INFORMATION**

Placement: 4-5/8" from left & 2-3/8" from bottom

e. Postal Endorsement Printed on Face only with All Caps, No Punctuation, Bold Type with Black Ink as follows:

Type: **ADDRESS SERVICE REQUESTED**

Placement: 1/2" from left & 2-3/8" from bottom

f. Printing of Certified Mail

1. The background block shall be green, 1/4" High and 3-1/4" Wide.

Type: **CERTIFIED MAIL** in white lettering centered in green block.

Placement: Top of envelope, 2-9/16" from left

BID RESPONSE SHEET 1 OF 2

STOCK OR REFERENCE #	QUANTITY REQUESTED	PRICE PER THOUSAND	PRICE EXTENDED
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#10 ADDRESS SERVICE ENVELOPES

Item # 1 _____ 1,000,000 ea. \$ _____ \$ _____

Required delivery week: January 16, 2017

Item # 1 _____ 500,000 ea. \$ _____ \$ _____

Required delivery week: March 13, 2017

Item # 1 _____ 250,000 ea. \$ _____ \$ _____

Required delivery week: May 22, 2017

Item # 1 _____ 250,000 ea. \$ _____ \$ _____

Required delivery week: September 4, 2017

#10 RETURN SERVICE

Item # 2 _____ 50,000 ea. \$ _____ \$ _____

Required delivery week: May 22, 2017

#10 CERTIFIED MAIL ENVELOPES

Item # 3 _____ 150,000 ea. \$ _____ \$ _____

Required delivery week: March 13, 2017

BID TOTAL \$ _____

BID RESPONSE SHEET 2 OF 2

I/WE HEREBY PROPOSE to provide the envelopes bid within this document and if awarded this bid, do agree to abide by the conditions and specifications herein, except as noted below under *EXCEPTIONS AND CONDITIONS OF THE BIDDER*. Any deviation from the item specifications must be noted on the bid sheet for that item referenced below.

EXCEPTIONS AND CONDITIONS OF THE BIDDER

Item specification deviation notations appear on bid item numbers:
If none, so state.

NAME OF FIRM SUBMITTING BID (*Print or Type*)

STREET ADDRESS (*Print or Type*)

TELEPHONE NO.

CITY, STATE & ZIP CODE (*Print or Type*)

FAX NO.

NAME & TITLE OF PERSON SUBMITTING BID (*Type*) *Print or Type Officer of the Company or Authorized Sales representative*

SIGNATURE OF PERSON SUBMITTING BID

EMAIL ADDRESS

SUBSCRIBED AND SWORN to before me this the ___ day of _____, 20__

Notary Public, State of _____.