



**HARRIS COUNTY**  
**APPRAISAL DISTRICT**  
**Harris County**  
**Houston, Texas**

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**BID DOCUMENTS**  
**BID NUMBER 2018-04**

**COPY & PRINTER PAPER**

**FOR THE**

**HARRIS COUNTY APPRAISAL DISTRICT**  
**13013 NORTHWEST FREEWAY**  
**HOUSTON, TEXAS 77040**

*Issued: June 15, 2018*

The Harris County Appraisal District is accepting sealed bids on a contract for the purchase of copy and print paper as specified in this document. Bid documents must be physically received no later than **10:00 am, Friday, July 6, 2018** in the Purchasing Office of the Harris County Appraisal 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 #2018-04 ENCLOSED*** must be indicated on all bid envelopes. 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 2nd floor, Purchasing department, for a public opening and reading at **11:00 a.m. on Friday, July 6, 2018**. 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 IN 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 that are in conflict with those of the district constitute a counteroffer and are not acceptable as a bid.
- b. All bids must be printed in ink or by typewriter, inkjet printer, or laser printer. Pencil quotations will not be considered.
- c. All bids are to be based on an as-is delivered basis and must include all costs that will be billed (i.e. freight, handling, inside delivery, set-up, etc.).
- d. Bids should show net prices, extensions and net total. In case of conflict between unit prices and extension, the unit price will govern.
- e. 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.
- f. 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.
- g. Vendor shall furnish all data pertinent to warranties or guarantees that apply to items in the bid.
- h. Any deviation from these conditions and specifications must be approved in writing by the district.
- i. This proposal must not be altered. Any erasure or alteration of inquiries may invalidate the bid on the item which the erasure or alteration is made.
- j. All bids must show the full name of firm bidding, with the name typewritten or in ink.
- k. 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.
- l. All bids must be notarized by a bonded notary public.

- m. If the bidder elects to “No Bid” this request for bids, a “No Bid” should be submitted to the Purchasing Office. The bidder may do this by email. Forward your “No Bid” notice to [TArgento@HCAD.org](mailto:TArgento@HCAD.org). Failure to respond may result in removal from the bidders list.
- n. All costs for preparation and submission of bids is the responsibility of the bidder.
- o. Bidders are invited to be present at the opening of the bids.
- p. 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 inclusive of all fees and firm for the term of agreement.
- d. In the event of a cost change related to raw materials or labor, the successful bidder(s) may submit a 30 days written notice of the increase to the Purchasing Office for consideration.
- e. There is a limit of one (1) increase notice per quarter.
- f. In no case will an increase be allowed prior to December 31, 2018.
- g. The total sum of all increases cannot exceed five percent (5%) of the original contractual rates.
- h. The successful bidder(s) must provide price decreases whenever they occur.

## **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 Harris County Appraisal District will evaluate and make award of bids on the basis of the lowest and best bid that meets or exceeds the specifications.
- b. The Harris County Appraisal 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 Harris County Appraisal District reserves the right to be the sole judge as to whether such articles will serve the purpose.
- c. Unless otherwise specified, the Harris County Appraisal District reserves the right to accept or reject in whole or in part any bid submitted or to waive any informalities for the best interests of the Harris County Appraisal District.
- d. The Harris County Appraisal District reserves the right to consider and make awards for the best interests of the Harris County Appraisal District.
- e. Contents of the selected bid and all conditions, special terms & conditions, and specifications of the bid are contractual obligations.
- g. Award will be considered on a per category basis. All items in category must be bid.
- h. Bidders having delinquent property taxes will not be considered for award.
- i. A blanket purchase order will be issued to the successful bidder(s) upon award of the bid.
- j. Upon awarding the bid, a tabulation of bids will be available for public inspection on the HCAD website located at [WWW.HCAD.org](http://WWW.HCAD.org) then select ABOUT, then select PROCUREMENT or in the Purchasing Office. To schedule a time to view such record(s) call (713) 957-5214.

**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 Harris County Appraisal District reserves the right to purchase said supplies in the open market and charge the difference, if any, to the account of the contractor.
- e. The bidder must provide for inside delivery and set-up to multiple areas throughout the building. A loading dock and freight elevator is available. There are no stairs or steps to climb. Receiving hours are 9:00-11:00 a.m. and 1:00-4:00 p.m. Monday through Friday excluding holidays.
- f. It is the responsibility of all vendors to keep the Harris County Appraisal 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 Harris County Appraisal 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 that 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 assistant 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 #2018-04**, 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

Email Address [AccountsPayable@HCAD.org](mailto:AccountsPayable@HCAD.org)

## 9. PATENTS

- a. The contractor agrees to indemnify and save harmless the Harris County Appraisal District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them or 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 agent, 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 OF BID**

### **1. SCOPE & INTENT**

It is the intent of this specification to secure a contract for providing a supply of cut sheet paper compatible for use on district system printers, copiers, laser printers, plain paper fax machines, and ink jet printers at a fixed price for the term of contract.

### **2. TIME FRAME**

The term of agreement shall commence on August 1, 2018, and shall cease on July 31, 2019.

### **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 bidder's 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) 957-5214 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, a copy and printer paper contract with the Harris County Appraisal 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 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 Harris County Appraisal 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. CLASSIFICATIONS**

- a. Only those papers listed in the 51st North American edition (2014/2015) of The Competitive Grade Finder, the Paper Buyers Encyclopedia, or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions of any of its paper buyer's guides will be considered. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders' letter of acceptability must be provided at the time of bid opening.

#### **5. PACKAGING**

- a. Each line item is to be packaged, cartoned, and palletized individually.
- b. All cartons must be constructed in such a manner that the product retains its original construction, and must not allow for shifting, bending, or curling. Within the carton, units shall be packed in a manner designed to minimize damage during shipment due to rough or improper handling.
- c. Paper products that are deliverable in pallet quantities are to be palletized on wooden pallets and securely shrink-wrapped. The weight capacity of each pallet cannot exceed 2,000lb. nor be more than 42" wide x 42" long. The construction of the pallet must be compatible with the equipment at the district, without any additional cost. This 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.
- d. Packaging for shipment shall be in accordance with the manufacturer's standard practice and in a manner readily accepted by common carrier's engaged in interstate commerce.
- e. All cartons must be labeled on the end with the product description, stock number, and quantity.
- f. All cut sheet paper products are to be ream wrapped within the carton.

#### **6. DELIVERIES**

- a. All paper products will be ordered on an as needed basis.
- b. All products will be ordered in full carton quantities.
- c. All products must be delivered within two (2) working days of telephone order, to destination specified at that time.

- d. All deliveries will be made to the District's headquarters site shown below. The particular floor and specific inside location will be determined at the time of placing the order. Up to seven floors or a maximum of fifteen delivery destinations may be required.

Harris County Appraisal District  
13013 Northwest Freeway  
Houston, Texas 77040

- e. Electric pallet trucks are not be allowed inside the building. If needed, the delivery driver may borrow a district hydraulic pallet truck for delivery to the 2<sup>nd</sup> floor computer room only. For deliveries into other areas, the driver must off-load the paper onto a hand-truck or 4-wheel pushcart.
- f. Pallets containing 24# paper or heavier may not exceed four rows high or thirty-two cartons total. If the pallet exceeds the limit, the delivery driver is required to off-load the excess onto another pallet or hand-truck for delivery to the destination.
- g. All delivery personnel must sign in with the Security Office on the 1st floor 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.

## **7. SAMPLES**

- a. A 25 sheet sample must be submitted for each cut sheet product being bid, and must be provided at the time of bid opening.
- b. Each sample, submitted, must be clearly identified with the Category and Item # for which it is being submitted.
- c. Additional samples may be required for testing purposes. These samples must be furnished within two (2) working days of request by Purchasing Office.
- d. Failure to submit the required samples may disqualify your bid.

## **8. ESTIMATED QUANTITIES**

- a. Quantities are estimated based on purchases made from July 1, 2017 through June 13, 2018 and projections for the next 12 months.
- b. The Harris County Appraisal District makes no implied guarantees on the quantities to be delivered per order or on total quantities to be purchased.

## **9. CANCELLATION**

- a. Cancellation of the contract by the vendor must be submitted to the district's purchasing manager 120 calendar days prior to the cancellation's effective date.
- b. Cancellation of the contract by the district must be submitted in writing to the vendor 30 calendar days prior to the effective date of the termination.

## **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.

## **SPECIFICATIONS OF BID**

1. All items are recyclable products.
2. All items shall be of an established manufacturer.
3. All items shall each have a uniform formation.
4. All items shall present a neat, well-finished appearance on all sides and shall be free of all imperfections and/or defects that might affect normal life or serviceability.
5. All items shall be clean and free of holes, tears or wrinkles.
6. All items shall be clearly cut and shall not be ragged.
7. Details not specified herein shall be in accordance with standard commercial practices for products of these types.
8. Questions pertaining to specifications should be directed to Tammy Argento, (713-957-7401).

## BID RESPONSE SHEET 1 OF 2

**CATEGORY I, Business Paper – Xerographic**, White Bond, Cut Stock, Long Grain, Smooth Finish, Dual Purpose, characterized by Heat Stability, non-curling qualities, and good aesthetic properties such as color, brightness, and cleanliness. Compatible for use on high-speed copiers, laser printers, and fax machines. Maximum moisture content should be 5.7%.

**Item #1**      **Grade: No. 1 Xerographic Multi-Purpose**, 8-1/2"x11", 20#, Smooth Finish, Target Brightness: 91-93.9, 500 Sheets per Ream, 10 Reams per Carton

Est. Qty.	Brand Name	Manufacturer	Stock Number	Per Carton	Extended
1100 Ctns.	_____	_____	_____	\$ _____	\$ _____

**Item #2**      **Grade: No. 1 Xerographic Multi-Purpose**, 8-1/2"x11", 20#, Smooth Finish, Standard 3-Hole Drilled, Target Brightness: 91–93.9, 500 Sheets per Ream, 10 Reams per Carton

Est. Qty.	Brand Name	Manufacturer	Stock Number	Per Carton	Extended
30 Ctns.	_____	_____	_____	\$ _____	\$ _____

**Item #3**      **Grade: No. 1 Xerographic Multi-Purpose**, 8-1/2"x14", 20#, Smooth Finish, Target Brightness: 91-93.9, 500 Sheets per Ream, 10 Reams per Carton

Est. Qty.	Brand Name	Manufacturer	Stock Number	Per Carton	Extended
10 Ctns.	_____	_____	_____	\$ _____	\$ _____

**Item #4**      **Grade: Premium No. 1 High Speed Xerographic**, 8-1/2"x11", 24#, Smooth Finish, Target Brightness: 94+, 500 Sheets per Ream, 10 Reams per Carton

Est. Qty.	Brand Name	Manufacturer	Stock Number	Per Carton	Extended
300 Ctns.	_____	_____	_____	\$ _____	\$ _____

**TOTAL EXTENDED COST**      \$ \_\_\_\_\_

**BID RESPONSE SHEET 2 OF 2**

I/WE HEREBY PROPOSE to provide the paper products bid within this document and if awarded a portion or all of 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.

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

\_\_\_\_\_  
**STREET ADDRESS** *(Print or Type)*

\_\_\_\_\_  
**TELEPHONE NO.**

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

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

\_\_\_\_\_  
**EMAIL ADDRESS**

\_\_\_\_\_  
**SIGNATURE OF PERSON SUBMITTING BID** *(Print or Type)*

**SUBSCRIBED AND SWORN to before me this the** \_\_\_\_\_ **day of** \_\_\_\_\_, 2018.

\_\_\_\_\_  
**Notary Public,**  
**State of** \_\_\_\_\_