



## **RFP2025-03 Print and Mail Services**

## **RFP2025-03 Print and Mail Services**

Issue Date: 4/16/2025

Questions Deadline: 5/9/2025 04:00 PM (CT)

Response Deadline: 5/20/2025 10:00 AM (CT)

### **Contact Information**

Contact: Tammy Argento

Address: Purchasing Department

2nd Floor

Harris Central Appraisal District

13013 NW Freeway

Houston, TX 77040

Phone: 1 (713) 957.7401

Email: [targento@hcad.org](mailto:targento@hcad.org)

## Event Information

Number: RFP2025-03 Print and Mail Services  
Title: RFP2025-03 Print and Mail Services  
Type: Request for Proposal for Services  
Issue Date: 4/16/2025  
Question Deadline: 5/9/2025 04:00 PM (CT)  
Response Deadline: 5/20/2025 10:00 AM (CT)  
Notes: The Harris Central Appraisal District is issuing a formal Request for Proposal to provide printing and mail services.

Written or electronic sealed proposals will be accepted in the Purchasing department of the Harris Central Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas by the stated close date and time of the bid event. If you submit using Ionwave Technology software at <https://hcad.ionwave.net>, paper copies are not necessary.

### Question Cut-off

Questions or comments regarding this bid package must be submitted electronically via the Harris Central Appraisal District's electronic bidding portal no later than 4:00 P.M. May 9, 2025. All bid documents, plans, questions, and addendum(s) will be posted in the electronic bidding system. Bidders must be registered to access the request for proposal.

This request for proposal does not commit the District to enter into any formal or informal arrangement, or to incur any costs related to the preparation of a response. All the cost for preparation and submission of proposals is the responsibility of the proposer.

### Bid Opening

All bids will be opened at 10:00 A.M. on May 20, 2025. Texas Government Code Section 552.104 allows the District to hold all offerors' information confidential until the contract is awarded in a competitive situation.

## Ship To Information

Contact: Tammy Argento  
Address: Purchasing Dept  
2nd Floor  
Harris Central Appraisal District  
13013 NW Freeway  
Houston, TX 77040  
Phone: 1 (713) 957-7401  
Email: [targento@hcad.org](mailto:targento@hcad.org)

## Billing Information

Contact: Accounts Payable Team  
Address: Accounts Payable  
7th Floor  
Harris Central Appraisal District  
PO Box 924208  
Houston, TX 77292  
Phone: 1 (713) 957-5211  
Email: [AccountsPayable@hcad.org](mailto:AccountsPayable@hcad.org)

## Bid Activities

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<b>Public Notice to Newspaper</b> The public notice for the RFP is sent to Daily Court Review for proof and approval.	4/4/2025 4:00:00 PM (CT)
<b>Request for Proposal to BOD for approval to solicit bids.</b> The RFP will go to the BOD for approval to go out for bid.	4/16/2025 9:30:00 AM (CT)
<b>RFP Invitations Emailed</b> RFP invitations sent through Ionwave.	4/16/2025 2:00:00 PM (CT)
<b>First Notice Published in Daily Court Review</b> First Notice Published in Daily Court Review	4/18/2025 8:00:00 AM (CT)
<b>Second Notice Published in Daily Court Review</b> Second Notice Published in Daily Court Review	4/21/2025 8:00:00 AM (CT)
<b>Questions Cut-off</b> Questions will not be answered after cut-off to allow all vendors to prepare their proposals with the most up to date information.	5/9/2025 4:00:00 PM (CT)
<b>Deadline for Submission of Bid and Opened Electronically</b> Proposals can be submitted at <a href="https://hcad.ionwave.net">https://hcad.ionwave.net</a> .  The bids are sealed within the system until the deadline. At that time the bids are opened electronically. Bidders will receive an email to the contact listed on supplier account.  The written proposals are due in the Purchasing Department, Second Floor, HCAD Headquarters, 13013 NW Freeway, Houston, TX 77040.  Suppliers can unseal their bids, make changes, and re-submit their bids up to May 20, 2025, at 9:59 A.M., when the bid closing will happen.	5/20/2025 10:00:00 AM (CT)
<b>Board review and possible approval of a contract</b>	6/18/2025 9:30:00 AM (CT)

## Bid Attachments

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<b>Conflict of Interest.pdf</b> Please complete and upload this form before submitting your proposal.	<a href="#">Download</a>
<b>GC 2270.002 Agreement.pdf</b> Please complete and upload this form before submitting your proposal.	<a href="#">Download</a>
<b>W-9 REV 2024.pdf</b> Please complete and upload this form before submitting your proposal.	<a href="#">Download</a>
<b>OFFICIAL BID FORM.pdf</b> Please complete the form, have it notarized and deliver it to HCAD no later than five business days after the bid due date.	<a href="#">Download</a>
<b>BidderApplicationForm_03_2024.pdf</b> Please complete and upload this form before submitting your proposal.	<a href="#">Download</a>

# Requested Attachments

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## Conversion Estimation & Commitment

*(Attachment required)*

How will your team approach the necessary conversions during the preparation phase to estimate the effort required for implementation? Additionally, please confirm your guarantee to provide sufficient time and resources to work with HCAD in having the conversion fully in place by the contract start date.

## W-9

*(Attachment required)*

Please download the W-9 form located on the "Attachments" tab and upload the completed form here.

## Conflict of Interest Questionnaire (CIQ)

*(Attachment required)*

Please download the Conflict of Interest Questionnaire (CIQ) form located on the "Attachments" tab and upload the completed form here.

## GC 2270.022

*(Attachment required)*

Please download the GC 2270.022 form located on the "Attachments" tab and upload the completed form here.

## Proof of Liability Insurance

*(Attachment required)*

Please upload proof of liability insurance here.

## Bidder Application Form

*(Attachment required)*

Please download the Bidder Application form located on the "Attachments" tab and upload the completed form here.

## Official Bid Form

*(Attachment required)*

Please complete the official bid form, have it notarized, and delivered to HCAD Purchasing Department no later than five business days after the bid due date and time.

## Statement of Work

*(Attachment required)*

Please upload your statement of work once you have read all the supporting documents in the attached document section. Please include an estimated project timeline.

## Reference Letters

Please download the reference sheet and send request to three customers to complete and email to purchasing@hcad.org. The three references make up 9% of the total score.

## Project Schedule

*(Attachment required)*

Please create and upload a proposed project schedule for this project.

## Business Continuity

*(Attachment required)*

Describe and share your disaster recovery procedures, including time line. Include descriptions of your on-site problem prevention and maintenance programs, location and capacity of back-up facilities, equipment and capabilities used in backup facilities, and logistics of the disaster recovery. Will there be any decrease in the daily volume capabilities and if so, how do you prioritize your clients?

## Advance Availability

*(Attachment required)*

Upon award of the contract, will your team be immediately available to begin working with us to ensure all preparations are completed prior to the start date of January 1st, 2026. Please detail the timeline and resources you will allocate for this pre-contract collaboration.

Bid Attributes

1	<b>Contract Start Date</b> HCAD is requesting the contract to start upon award of the contract, your team should be immediately available to begin working with HCAD to ensure all preparations are completed prior to the official production start date of January 1, 2026. <div>____ / ____ / _____</div> <div>(Required)</div>
2	<b>Expected Contract End Date</b> The term of the contract is 5 years. This contract would end on December 31, 2030. <div>____ / ____ / _____</div> <div>(Required)</div>
3	<b>Introduction</b> There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) to view the next page of Bid Attributes* <div><input type="checkbox"/> I have read and agree.</div> <div>(Required: Check if applicable)</div>
4	<b>Communication Statement</b> Contact between vendors and Harris Central Appraisal District personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Harris Central Appraisal District personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. It is highly recommended to submit your questions through the electronic bid system. <div><input type="checkbox"/> I have read and agree.</div> <div>(Required: Check if applicable)</div>

## 5 Proposal Requirements

1. Bidders are encouraged to register through HCAD's electronic bidding system. All sealed paper bids must be on the forms provided in this invitation and must be written in ink on the bid forms. Bids must be signed by an authorized officer of the company and acknowledged by a Notary Public. Obligations assumed by the signature must be fulfilled. (You must print the signature page/notary signature page and deliver to HCAD no later than five business days after the bid due date and time.)
2. Paper bids require one copy. The statement "RFP2025-03 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.
3. TIME AND DATE: Bids must physically be in the Purchasing Manager's office, 13013 Northwest Freeway, Second Floor, by 10:00 A.M. on the date bids are due; an early postmark will not suffice.
4. RETRACT A BID: A bidder may retract their proposal before the due date for the request for proposal. Retracting a bid response does not delete the response that is currently entered. A bidder can find instructions on how to make changes to a submitted bid in the HELP section of the software. Search for "retract a bid."
5. The proposal must not be altered.
6. The BID OPENING is electronic, and notices are sent to participating bidders. After a contract has been awarded, bid details may be requested through the Purchasing Office, Second Floor, 13013 Northwest Freeway, Houston, Texas.
7. All bids must show the FULL NAME of the firm bidding, with the name printed in ink if a paper copy is submitted.
8. Bidders having delinquent PROPERTY TAXES will not be considered for the award.
9. Bidders are required to submit a properly completed BIDDER APPLICATION FORM with the proposal. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions to this form as is deemed appropriate.
10. Each bidder must list two ON-GOING PROJECTS similar in size and volume to the specifications of this project.
11. REFERRALS from three previous jobs are also needed.
12. Chapter 2270.002 of the Government Code provides that any government entity may not enter into contract with a company for goods or services unless the contract contains a written verification from the company that it:
  - a. Does not boycott Israel; and
  - b. Will not boycott Israel during the term of the contract.
13. Chapter 2252.152 of the Government Code – Contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations. A government entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 8807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.
14. Chapter 2252.098 section (b) of the Texas Government code states a governmental entity may not enter into a contract described with a business entity unless the business entity, in accordance with the Texas Ethics Commission, and rules adopted under this chapter and section submits a disclosure of interested parties to the government entity at the time the business entity submits the signed contract. The disclosure of interested parties must be submitted on form 1295 as prescribed by the Texas Ethics Commission.

☐ I have read and agree.

(Required: Check if applicable)

## 6 Proposal Opening

Any proposal received later than the specified time, whether delivered in person or through lonwave, shall be disqualified. Any questions pertaining to the proposal procedures during the bid process should be addressed by using the "questions" function within this RFP. After the due date questions can be address to Tammy Argento, Purchasing Manager at [targento@hcad.org](mailto:targento@hcad.org).

☐ I have read and agree.

(Required: Check if applicable)

## 7 Evaluation and Award

1. The District will evaluate proposals and award the contract based on the criteria listed below. The responsive proposals will be assigned a numerical score in each category, not to exceed the maximum allowed score for each category, as determined through the Offeror's attention to the factors detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.
2. All proposals will be reviewed for compliance with the mandatory specifications stated within the request.

Proposals deemed non-responsive will be eliminated from further consideration.

3. Lowest bid, most responsible, best value, and most advantageous to the District are other criteria the bid evaluation committee will use to determine the best proposal. In addition, the District uses weighted criteria with mandatory elements.

4. Responsive proposals will be evaluated on the factors list below. If further evaluation is needed, the responsive Offerors with the best scores will be selected as finalists. The finalist will receive a short list of written questions to further explain their offer. The answers will then be scored by the committee.

5. Local Government Code 252.0435 allows the offeror's safety record to be taken into consideration.

6. Local Government Code 252.043 addresses the items listed below as possible points for scoring.

<b>Bid Evaluation</b>	
<b>Mandatory Criteria (Pass or Fail)</b>	P o r F
Attended Mandatory Pre-Bid Meeting	
GC 2270.002 Agreement was uploaded or attached to the bid	
Bidder's Application	
W-9 Form	
Certificate of Liability Insurance	
Conflict of Interest Form	
Harris County Taxes are Current	
Official Bid Form Was Received Within 5 Business Days of Due Date	
Statement of Work and Project Schedule	
<b>Weighted Criteria</b>	
The amount of the base bid/proposal.	4 5 %
The length of transition time proposed. (Based on required attachment 12)	5 %
The probability that the proposer can perform in accordance with the proposal documents.	1 0 %
Previous success with projects at HCAD.	5

		%
References - the responsibility and reputation of the proposer	10%	
HUB, Nonprofit or Person with Disabilities.	5%	
Cooperative Member.	5%	
Extent to which the goods and services meet the District's needs. (Previous jobs similar to this project, projects in process (attribute 11 & 13), available to start when district needs to start, dedicated project manager, local service/support is available.)	15%	
<input type="checkbox"/> I have read and agree. <i>(Required: Check if applicable)</i>		

## 8 Bonds and Payments

1. PERFORMANCE BOND is required by Government Code 2252.021 if the bid is more than \$100,000. A surety company authorized to do business in the state of Texas must issue the bond. Required with signed contract. This will be a NCP Bond (Non-construction Performance Bond.)
2. Government Code 2252.031 requires a retainage in the amount of 10% from payments until contract work is completed.
3. Invoice payments comply with Government Code 2251.021 Subsection (b) which states a payment under a contract executed on or after September 1, 1993, owed by a political subdivision whose governing body meets only once a month or less frequently is overdue on the 46th day after the later event. The contractor shall submit to HCAD monthly invoices by the tenth day of the month following that month during which the services were performed for which payment is requested. HCAD shall pay the invoiced amount within thirty (30) days of receipt of an invoice approved by the Purchasing Manager.
4. The Harris Central Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.

☐ I have read and agree.  
*(Required: Check if applicable)*

## 9 Patents

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, for on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.

☐ I have read and agree.  
*(Required: Check if applicable)*

## 10 Current Contracts

These two contracts are current and similar to this request. This information is to get a good look at your schedule and availability for HCAD's project.





1  
7

### Conflict of Interest

Please check the box to acknowledge the Conflict of Interest form is attached.

☐ Yes, the form has been uploaded.

*(Required: Check if applicable)*

1  
8

### Bidder Application

Please check the box to acknowledge the Bidder Application form is attached.

☐ Yes

*(Required: Check if applicable)*

1  
9

### W-9

Please check the box to acknowledge the W-9 form is attached.

☐ Yes, the W-9 form is attached.

*(Required: Check if applicable)*

2  
0

### Bid Form

Please check the box to acknowledge the bid form is attached.

☐ Yes, the Bid Form is attached.

*(Required: Check if applicable)*

2  
1

### Texas Government Code 2270.002

Please check the box to acknowledge the Texas Government Code 2270.002 is attached.

☐ Yes, the agreement is attached.

*(Required: Check if applicable)*

2  
2

### STATEMENT OF WORK

I have read the Bid Lines section of this bid. I have uploaded my company's Statement Of Work for your review. It will define how we will approach a transition (if necessary) and how our company plans to approach this contract.

☐ Yes, I read the Statement of Work.

*(Required: Check if applicable)*

2  
3**The business submitting this bid is a Disadvantaged Business Enterprise (DBE), a HUB or a Minority Owned Business.**

A Disadvantaged Business Enterprise, DBE, is a for-profit small business concern that is at least 51 percent owned and controlled by socially and economically disadvantaged individuals.

A Historically Underutilized Business, HUB, is a certification by the State of Texas Comptroller for Public Accounts Statewide program.

A Minority Owned Business, MOB, is one that is 51 percent owned by one (1) or more people self-declaring their Race in accordance with the guidelines established by the U.S. Census Bureau ACS and Office of Management and Budget. Any person with origins in any of the original people of the following are considered to be minority.

- **Black Africa**
- **Europe, the Middle East, North Africa**
- **North America, Central America, South America**
- **Far East, Southeast Asia, the Indian Subcontinent**
- **Hawaii, Guam, Samoa, other Pacific Islands**
- **Two or More Races**

The company must be registered in the state of Texas and upload their certificate that gives them this title.

☐ Bidder is a DBE

☐ Bidder is a HUB

☐ Bidder is a MOB

☐ Bidder is none of the above.

(Required: Check all that apply)

## Bid Lines

1

**Print and Mail Services**

Item Notes: This is the first type of service specified which includes data that will be delivered via secure electronic data transfer (.txt, .ps, .pdf, .doc, etc.). These services include processing, printing, cutting, folding, inserting, metering, and delivering of mail to the USPS. Mail may require a PS-3606 Certificate of Bulk Mailing which cannot be commingled with the materials of any of the vendor's other customers; however, the vendor should review these parcels for the most favorable postal rate available to the District. The District generates the following jobs in zip code order, bar-coded, with the required postal reports when the volume permits such as: Renditions, Notices of Appraised Value, Hearing Scheduling Notices, and Post Cards. The District will provide a tracing sheet (affidavit) that the vendor must sign, and return within three (3) business days, stating the materials were processed as required. Print and stock the envelopes as required in jobs listed below.  
Envelope cost should be included with each job.

2

**Package Header****Rendition Letters**

Quantity: 1 UOM: EA Total: \$

Item Notes: These will be generated by the District in zip code order and bar coded with the required postal reports when the volume permits such.

- ☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes:

## Package Items

### 2.1 Type 1: 200,000 each in batches of 3,000, each batch will be the same number of pages for Rendition Letters

(Response required)

Quantity: 200000 UOM: EA Price: \$ Total: \$

Item Notes: Rendition Letters

- 1 each 8-1/2" x 11" blue printed cover letter (separates each account)
- 5 pages each of 8-1/2" x 11" white sheets printed paper
- Processing requires 2 folds for insertion
- Inserted into #10, 24#, white wove, double window envelopes
- Postal endorsement **Address Service Requested**
- All will require processing during the months of January through April

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### 2.2 Type 2: 10,000 each in small batches of Supplemental Rendition Letters

(Response required)

Quantity: 10000 UOM: EA Price: \$ Total: \$

Item Notes: Supplemental Rendition Letters

- 1 each 8-1/2" x 11" blue printed cover letter (separates each account)
- 2-3 pages each 8-1/2" x 11" white sheets printed paper
- Processing requires 2 folds for insertion
- Inserted into #10, 24#, white wove, double window envelopes
- Postal endorsement **Address Service Requested**
- All will require processing throughout the year

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### 2.3 Type 3: 15,000 in batches of 3,000 Large Envelope Rendition Letters

(Response required)

Quantity: 15000 UOM: EA Price: \$ Total: \$

Item Notes: Large Envelope Rendition Letters

- 1 each 8-1/2" x 11" blue printed cover letter (separates each account)
- 7 – 25 each 8-1/2" x 11" sheets printed white paper
- Two folds required for insertion
- Inserted into 9" x 11 1/2", 24#, white wove double window
- Postal endorsement **Address Service Requested**
- May require processing throughout the year

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## 3 Package Header

### Post Cards

Quantity:   1   UOM: EA Total: \$

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

## Package Items

### 3.1 Type 2: 850,000 Homestead Confirmation Cards

(Response required)

Quantity: 850000 UOM: EA Price: \$ Total: \$

Item Notes: Homestead Confirmation Cards

- Printed postcards printed 4 each to an 8-1/2" x 11" sheet 65# card stock
- Batches of 100,000
- Processing requires two cuts
- All will require presort processing in a two-week period during the month of December and must be presorted to achieve lowest postage rate

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## 4 Package Header

### Notices of Appraised Value

Quantity:   1   UOM: EA Total: \$

Item Notes: These will be generated by the District in zip code order and bar coded, with the required postal reports when the volume necessitates. Bulk processing during the months of March and April then small batches during the year.

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## Package Items

### 4.1 Type 1: 50,000 letters with 50,000 or less notices dropped per day

(Response required)

Quantity: 50000 UOM: EA Price: \$ Total: \$

Item Notes: 25.19 Real and Personal Property Valuation Letters (Prior Tax Years)

- 1 each 8-1/2" x 11" white printed valuation letter
- 1 each 8-1/2" x 11" green printed sheet (Protest Form)
- 1 each 8-1/2" x 11" white printed insert (Taxpayers Rights and Remedies)
- Processing requires 2 folds for insertion
- Inserted into #10, 24#, white wove, double window envelopes
- (Postal endorsement **Address Service Requested**)
- Form 3606 required

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

**4.2 Type 2: 200,000 each in batches of 100,000***(Response required)*Quantity: 200000 UOM: EA Price: \$  Total: \$ 

Item Notes: 25.192 Property Valuation Letters

- 1 each 8-1/2" x 11" white printed valuation letter
- 2 each 8-1/2" x 11" pink printed form letter (Homestead Exemption Letters)
- 1 each 8-1/2" x 11" printed white inserts (Taxpayers Rights & Remedies)
- Processing requires 2 folds for insertion
- Inserted into #10, 24# white wove, double window envelopes (Postal endorsement **Address Service Requested**)
- Form 3606 required

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

**4.3 Type 3: 1,500,000 each in batches of 100,000***(Response required)*Quantity: 1500000 UOM: EA Price: \$  Total: \$ 

Item Notes: 25.19 Real Property Valuation Letters – Current Tax Year

- 1 each 8-1/2" x 11" white printed valuation letter
- 1 each 8-1/2" x 11" green printed sheet
- 1 each 8-1/2" x 11" white printed insert (Taxpayers Rights & Remedies and 25.19(I) Insert)
- Processing requires 2 folds for insertion
- Inserted into #10, 24#, white wove, double window envelopes (Postal endorsement **Address Service Requested**)
- Form 3606 required

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

**4.4 Type 4: 10,000 41.10 Real and Personal Property Letters***(Response required)*Quantity: 10000 UOM: EA Price: \$  Total: \$ 

Item Notes: 41.10 Real and Personal Property Letters

- 1 each 8-1/2" x 11" white printed sheet
- Processing requires 2 folds
- Inserted into #10, 24#, white wove, double window envelopes
- Postal endorsement **Address Service Requested**
- Form 3606 required

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

**5 Package Header****Hearing Scheduling Letters**Quantity: 1 UOM: EA Total: \$ 

Item Notes: High volume is anticipated during the months of April – September.  
Rescheduled and Manual letters require same day mailing.  
Hearing letters require next day mailing.

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## Package Items

### 5.1 Type 1: 125,000 each Owner - Hearing Scheduling Letters

(Response required)

Quantity: 125000 UOM: EA Price: \$  Total: \$

Item Notes: Owner - Hearing Scheduling Letters

- 1 each 8-1/2" x 11" sheet printed yellow or blue bond paper cover letter
- 1 each 8-1/2" x 11" sheet printed white bond paper letter
- 1 each 8-1/2" x 11" sheet printed white insert
- (Important Information about the Protest Process)
- 1 each 8-1/2" x 11" sheet printed white insert
- (Taxpayers' Rights & Remedies)
- Processing requires 2 folds per insertion
- Inserted into #10, 24# white wove, double window envelopes
- (Postal endorsement **Address Service Requested**)
- Form 3606 required

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### 5.2 Type 2: 25,000 each Agent – Hearing Scheduling Letters

(Response required)

Quantity: 25000 UOM: EA Price: \$  Total: \$

Item Notes: Agent – Hearing Scheduling Letters

- 1 each 8-1/2" x 11" sheet printed yellow or blue bond cover letter
- 1 – 4 each 8-1/2" x 11" sheet printed white bond paper letter
- Processing requires 2 folds per insertion
- Inserted into #10, 24#, white wove, double window envelopes
- (Postal endorsement **Address Service Requested**)
- Form 3606 required

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## 6 Package Header

### Exemption Letters

Quantity: 1 UOM: EA Total: \$

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

## Package Items

### 6.1 Type 1: Exemption Letters for Over 65

(Response required)

Quantity: 3500 UOM: EA Price: \$ Total: \$

Item Notes: Exemption Over 65 Letters

- 1 Each 8-1/2" x 11" white sheet printed cover letter
- Processing required 2 folds for insertion
- Inserted into #10, white wove, double window envelopes
- Postal endorsement **Address Service Requested**
- Form 3606 required
- All will require processing quarterly

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### 6.2 Type 2: Exemption Returned Letter

(Response required)

Quantity: 12000 UOM: EA Price: \$ Total: \$

Item Notes: Exemption Returned Letter

- 1 Each 8-1/2" x 11" white printed cover letter
- 2 each 8-1/2" x 11" pink printer form
- Processing required 2 folds for insertion
- Inserted into #10, 24#, white wove, double window envelope, postal endorsement **Return Service Requested**
- Form 3606 required
- All will require processing in March/April

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### 6.3 Type 3: Exemption Change of Owner Letters

(Response required)

Quantity: 20000 UOM: EA Price: \$ Total: \$

Item Notes: Exemption Change of Owner Letters

- 1 Each 8-1/2" x 11" white sheet printed cover letter
- 2 each 8-1/2" x 11" pink printed form
- Processing required 2 folds for insertion
- Inserted into #10, 24#, white wove, double window envelopes
- Postal endorsement required **Return Service Requested**
- Form 3606

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## 7 Package Header

### Residential and Commercial Letters

Quantity: 1 UOM: EA Total: \$

Item Notes: Commercial Grantee, Commercial Grantor and Residential Sales Letters

- 1 each 8-1/2" x 11" sheet printed cover letter
- 1 each 8-1/2" x 11" sheet printed paper

☐ No bid  
☐ Additional notes



- 1 each #9, 20#, business reply envelopes
- Processing requires 2 folds per insertion
- Inserted into #10, 24#, white wove, double window envelopes
- Postal endorsement **Address Service Requested**

(Attach separate sheet)

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

## Package Items

### 7.1 Type 1: 100,000 each Commercial Grantee, Commercial Grantor and Residential Sales Letters (Response required)

Quantity: 100000 UOM: EA Price: \$  Total: \$

Item Notes: Commercial Grantee, Commercial Grantor and Residential Sales Letters

- 1 each 8-1/2" x 11" sheet printed cover letter
- 1 each 8-1/2" x 11" sheet printed paper
- 1 each #9, 20#, business reply envelopes
- Processing requires 2 folds per insertion
- Inserted into #10, 24#, white wove, double window envelopes
- Postal endorsement **Address Service Requested**

- ☐ No bid
- ☐ Additional notes  
 (Attach separate sheet)

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

## 8 Package Header

### Dealer Inventory

Quantity: 1 UOM: EA Total: \$

Item Notes: Mailed in December

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
 (Attach separate sheet)

## Package Items

### 8.1 Dealer Inventory (Response required)

Quantity: 5000 UOM: EA Price: \$  Total: \$

Item Notes: Dealer Inventory

- 1 each 8-1/2" x 11" blue page duplex
- 15 each 8-1/2" x 11" white duplex
- 1 each 8-1/2" x 11" green simplex (marks end of account)
- 2 folds required for insertion
- Inserted into 9" x 11.5", 24# white double window envelope
- **Address Service Requested**
- Includes pre-printed inserts to be provided by HCAD
- Mail Labels
- 2 8-1/2" x 11" white simplex

- ☐ No bid
- ☐ Additional notes  
 (Attach separate sheet)

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

## 9 Package Header

## Volume Mail Services

Quantity:   1   UOM: EA Total: \$

Item Notes: Volume Mail Services is the second type of service specified which includes materials that are of large quantity and cannot be processed by the District's internal mail room staff. These services include folding, inserting, metering, and delivery of materials to the USPS. These jobs will be printed by the district to be picked up and processed by the mail house. The District will provide a tracking sheet (affidavit) that the vendor must sign, and return within (3) business days, stating the materials were processed as required.

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## Package Items

### 9.1 Trip fee to pick up printed jobs from District's headquarters.

(Response required)

Quantity:   1   UOM: Trip Price: \$  Total: \$

Item Notes: Supplier picks up mail from the Information and Technology Department usually twice a week.

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### 9.2 Folding, inserting, and metering

(Response required)

Quantity:   1   UOM: EA Price: \$  Total: \$

Item Notes: Printed jobs will be picked up (separate trip charge) and then put into envelope provided (paid for) by the District.

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### 9.3 Multi-Type Owner Response Required Letters

(Response required)

Quantity: 50000 UOM: EA Price: \$  Total: \$

Item Notes: Multi-Type Owner Response Required Letters

- 1-5 each 8-1/2" x 11" white or pink printed sheet
- 1 each 8-1/2" x 11" green separator sheet (not to be mailed)
- Processing requires 2 folds for insertion
- Inserted into #10, 24#, white wove, double window envelopes postal endorsement **Return Service Requested**
- Form 3606 required
- All will require processing throughout the year on a weekly basis

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

#### 9.4 Agriculture Exemption Non-Renewal Letters

(Response required)

Quantity: 10000 UOM: EA Price: \$ Total: \$

Item Notes: Agriculture Exemption Non-Renewal Letters  
· 1 each 8-1/2" x 11" sheet printed cover letter  
· Processing requires 2 folds for insertion  
· Inserted into #10, 24#, white wove, double window envelopes  
· Postal Endorsement **Address Service Requested**

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

#### 9.5 Agriculture Application Letters, 5,000 Requires processing in January & April

(Response required)

Quantity: 5000 UOM: EA Price: \$ Total: \$

Item Notes: Agriculture Application Letters, 5,000 each  
· 1 each 8-1/2" x 11" sheet printed cover letter  
· 3 each 8-1/2" x 11" sheet printed form  
OR  
· 1 each 8-1/2" x 11" sheet printed cover letter  
· 4 each 8-1/2" x 11" sheet printed form  
· Processing requires 2 folds for insertion  
· Inserted into #10, 24#, white wove, double window envelopes  
· Postal endorsement **Address Service Requested**

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

#### 9.6 Miscellaneous Letters

(Response required)

Quantity: 300000 UOM: EA Price: \$ Total: \$

Item Notes: Multitype Letters, 300,000 each  
· 1 each 8-1/2" x 11" sheet printed cover letter  
· 1 – 4 white or pink 8-1/2" x 11" sheets printed paper  
· 1 each 8-1/2" x 11" green separator sheet (separates each account not to be mailed.)  
· Processing requires 2 folds per insertion  
· Inserted into #10, 24#, wove white, double window envelopes  
· Postal endorsement **Address Service Requested**

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

#### 9.7 Penalty Waiver Application Letters

(Response required)

Quantity: 100000 UOM: EA Price: \$ Total: \$

Item Notes: Penalty Waiver Application Letters  
· 1 each 8-1/2" x 11" sheet printed cover letter  
· 1 each 8-1/2" x 11" sheet printed form  
· Processing requires 2 folds for insertion  
· Inserted into #10, 24# white wove, double window envelopes  
· Postal endorsement **Address Service Requested**

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## 9.8 Filing and Setting Letters

(Response required)

Quantity: 25000 UOM: EA Price: \$  Total: \$

Item Notes: Filing and Setting Letters  
· 1 each 8-1/2" x 11" sheet printed cover letter  
· Processing requires 2 folds for insertion  
· Inserted into #10, 24#, white wove, double window envelopes  
· Postal endorsement **Address Service Requested**

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

## 9.9 Formal Meeting Letter

(Response required)

Quantity: 10000 UOM: EA Price: \$  Total: \$

Item Notes: Formal Meeting Letter  
1 each 8-1/2" x 11" sheet printed cover letter  
Processing requires 2 folds for insertion  
Inserted into #10, 24#, white wove, double window envelopes  
Postal endorsement **Address Service Requested**  
Inserts required 5 pages 8-1/2" x 11" white duplex  
Insert 1 page 8-1/2" x 11" white simplex

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

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0

## Package Header

### Residual Mail Services

Quantity: 1 UOM: EA Total: \$

Item Notes: Residual Mail Services is the third type of service specified which includes material that have been folded, inserted, and metered at the USPS first class presort postal rate by the District's internal mail room staff. These services include the pickup of the parcels, the presorting, bar coding, and delivery of materials to USPS. These services do not include those items that require special handling (i.e. certified affidavits, other methods of delivery.) These mail parcels may be commingled with the parcels of the vendor's other customers, if the result will be a cost savings to the District. The District will provide a tracking sheet (affidavit) that the vendor must sign stating materials were processed as required.

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Notes: \_\_\_\_\_

### Package Items

#### 10.1 Trip fee to pick up mail at District's headquarters. This pickup may include a printed batch of letters from the IT Department as described in item 9. Cost per trip.

(Response required)

Quantity: 1 UOM: Trip Price: \$  Total: \$

Item Notes: Supplier picks up mail from the District's mail room daily.

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

**10.2 Bar Coding***(Response required)*Quantity:   1   UOM: EA Price: \$  Total: \$ 

Item Notes: Cost per piece of mail.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_☐ No bid  
☐ Additional notes  
(Attach separate sheet)**10.3 Delivery of Materials to the USPS.***(Response required)*Quantity:   1   UOM: Trip Price: \$  Total: \$ 

Item Notes: Cost to deliver picked up mail to the USPS.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_☐ No bid  
☐ Additional notes  
(Attach separate sheet)**10.4 Complete Tracking Affidavit***(Response required)*Quantity:   1   UOM: EA Price: \$  Total: \$ 

Item Notes: Complete tracking sheet(affidavit) with a signature from the supplier contact that delivered the package to USPS. This needs to be returned to the District within (3) business days, stating the materials were delivered as required.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_☐ No bid  
☐ Additional notes  
(Attach separate sheet)

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer. All pages of the HCAD form, including but not limited to the conditions of bidding and page one of this bid invitation are incorporated into this bid for all purposes.

Print Name

Signature