



THE COUNTY OF GALVESTON

**FRANK RODRIGUEZ
PURCHASING AGENT**

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

October 13, 2025

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

RE: RFP 25-058, Printing for Yearly Newsletter Contract #231424

Gentlemen,

On September 18, 2025, submittals were opened for RFP 25-058, Printing for Yearly Newsletter. Ten (10) submittals were received from the following companies:

- | | |
|--|------------------|
| • The Galveston County Daily News | Galveston, TX |
| • The Document Group | Houston, TX |
| • Bayside Printing Co., Inc. | Houston, TX |
| • Direct Technologies, Inc. dba Doxim | Suwanee, GA |
| • KM Printing LLC dba Strategic Factory | Owings Mills, MD |
| • Discpro Printing & Graphics | Houston, TX |
| • Aspen Imaging, LLC dba Signature Aspen | Houston, TX |
| • Richmond Printing, LLC | Houston, TX |
| • Ray Buse Printing & Advertising, Inc. | Phoenix, AZ |
| • Royale Printing | Sun Prairie, WI |

After a thorough review of the submittal by the Evaluation Committee, Aspen Imaging, LLC dba Signature Aspen was deemed to have submitted a satisfactory proposal and is recommended for award.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

Frank Rodriguez
Purchasing Agent
County of Galveston

A handwritten signature in black ink, appearing to read "Frank Rodriguez", written over the typed name and title.



DEPARTMENT OF ENTERPRISE SERVICES

MISTY WITMER, CGCIO *Director/Chief Information Officer*

Chris Martinez, Assistant Director/Deputy Chief Information Officer
Mark Garcia, Assistant Facilities Director

DATE: 9/26/2025

TO: Veronica Van Horn, Interim Purchasing Agent

FROM: Misty Witmer, Director/Chief Information Officer *mlw*

SUBJECT: Award for RFP 25-058

MEMO:

The review committee met on 9/24/2025 and subsequently scored 10 submissions for RFP 25-058. After careful review, the committee's recommendation for award is Signature Aspen.

Thank you to all members for participating in this evaluation process.



25-058 - Printing for Yearly Newsletter Scoring Summary

Active Submissions

Supplier	Total / 100 pts	Cost / 30 pts	Experience and Qualifications / 35 pts	Timeline and Delivery / 25 pts	References / 10 pts
Royle Printing- Minimum Qualifications not met					
Signature Aspen	79.4	10.4 (\$92,820.00)	35	24	10
The Galveston Daily News	72.5	9.837 (\$98,151.69)	31.67	21.67	9.333
BUSE PRINTING & ADVERTISING	66.25	5.912 (\$163,320.00)	32.33	20.67	7.333
Discpro Printing & Graphics	65.13	14.13 (\$68,350.00)	25	17.33	8.667



Bayside Printing, Inc.	64.34	9.003 (\$107,248.00)	33	15.67	6.667
The Document Group, Inc.	54.29	5.955 (\$162,129.00)	22.33	17.67	8.333
KM Printing, LLC DBA Strategic Factory	52.05	12.38 (\$77,994.00)	24.67	8.333	6.667
Direct Technologies Inc. dba Doxim	50.95	9.952 (\$97,020.00)	13.33	21	6.667
Richmond Printing	42.37	9.708 (\$99,455.00)	24	0	8.667

Dickey, Tammy

From: Van Horn, Veronica
Sent: Monday, October 6, 2025 3:41 PM
To: Dickey, Tammy
Subject: FW: [EXTERNAL]RE: RFP 25-058 Yearly Newsletter Clarification

Veronica Van Horn
Legal Services Manager
722 Moody Ave., 5th Floor
Galveston, TX 77550
409-770-5562 Direct
409-770-5560 Fax
veronica.vanhorn@co.galveston.tx.us

From: Van Horn, Veronica
Sent: Thursday, October 2, 2025 3:23 PM
To: 'Skaar, Tiffany' <tskaar@royle.com>
Cc: 'Francisco.Rodriguez@galvestoncountytexas.gov' <Francisco.Rodriguez@galvestoncountytexas.gov>
Subject: RE: [EXTERNAL]RE: RFP 25-058 Yearly Newsletter Clarification

Tiffany-

Thank you for the prompt reply and the explanation, but without the mailing cost, your proposal does not meet the **minimum qualifications**.

Veronica Van Horn
Legal Services Manager
722 Moody Ave., 5th Floor
Galveston, TX 77550
409-770-5562 Direct
409-770-5560 Fax
veronica.vanhorn@co.galveston.tx.us

From: Skaar, Tiffany <tskaar@royle.com>
Sent: Thursday, October 2, 2025 3:04 PM
To: Van Horn, Veronica <Veronica.VanHorn@co.galveston.tx.us>
Subject: [EXTERNAL]RE: RFP 25-058 Yearly Newsletter Clarification

CAUTION: This email is from outside Galveston County's system. Only click links or open attachments if you trust the sender. Suspect phishing? Select "Report phishing" in Outlook.

Good afternoon, Veronica,

The mailing costs are outlined at the bottom of the quote, just below the print total. They are structured this way because the per-piece cost can vary depending on the mail list requirements and applicable postal regulations.

For the 210,000 pieces, if we use the items listed on the quote, we can add the highlighted columns and divide by 210,000. See the example math below:

- List processing: \$3,818 (if these were the exact numbers)
- Postage: Standard EDDM flat rate applies

Please note that we cannot cover postage for Galveston. However, we can use a permit and set you up for "mail anywhere" access, which could provide postage savings. I'm sure there is a permit option for Galveston County—we would just need to link it.

These are all things to consider for potential cost savings, and we'd be happy to walk you through the options if you're interested. Of course, I also understand if there are restrictions that limit what can be done.

Additional Services:		
Basic Mail List Processing	\$1,110.00	\$5.00
NCOA Processing (48-month)	\$430.50	\$2.05
Co-Mail File Output Fee	\$30.00	\$0.00
Single Entry Inkjet Mail	\$2,277.50	\$10.25
Add Input Files, each (1)	\$25.00	\$25.00
Add Mail Streams, each (1)	\$55.50	\$55.50
Carton pack Only (per carton) (1)	\$1.90	\$1.90
Pack & Prepare cartons for drop ship (per carton) (1)	\$2.90	\$2.90

Thank you for the opportunity,

Tiffany Skaar
Director of Customer Experience
Direct: 608-834-3638 | Cell: 608-770-0429



From: Van Horn, Veronica <Veronica.VanHorn@co.galveston.tx.us>
Sent: Thursday, October 2, 2025 11:18 AM
To: Skaar, Tiffany <tskaar@royle.com>
Cc: Rodriguez, Francisco <Francisco.Rodriguez@galvestoncountytexas.gov>
Subject: RFP 25-058 Yearly Newsletter Clarification
Importance: High

Ms. Skaar-

Your proposal indicates that services are FOB your plant. However, as outlined on page 7 of the Special Provisions (see attached and excerpted below), we requested a per-piece mailing rate. The vendor is expected to include the mailing cost in the proposal as specified in Addendum 1.

Please confirm whether your submission includes the required mailing cost. If it does not, kindly advise whether you intend to withdraw your proposal, as it would not meet the specified qualifications.

We appreciate your prompt attention to this matter and look forward to your response.

RFP Organization

Tab #1: Cost – *(Page limit is three pages)*

Format should include:

- Quantity (210,000)
- Printing Rate per booklet
- Mailing Rate per piece
- Any Cost for file handling/converting
- Any cost for necessary file editing prior to printing
- Not to exceed total project cost

Veronica Van Horn

Legal Services Manager

722 Moody Ave., 2nd Floor

Galveston, TX 77550

409-770-5562 Direct

409-770-5560 Fax

veronica.vanhorn@co.galveston.tx.us

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SPECIAL PROVISIONS

REQUEST FOR PROPOSAL
PRINTING FOR YEARLY NEWSLETTER
GALVESTON COUNTY, TEXAS

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SPECIAL PROVISIONS
REQUEST FOR PROPOSAL
PRINTING FOR YEARLY NEWSLETTER
GALVESTON COUNTY, TEXAS

The General Provisions and the Special Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

****The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.

“Walk-in” or “mailed-in” proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>.** Please see Item E, SUBMISSION INSTRUCTIONS, for further details.

A. PURPOSE

Galveston County is seeking a vendor for the publication printing of a yearly newsletter for county taxpayers. This publication will include numerous updates about the resident’s county government. It is estimated that this publication will be mailed to between 150,000 and 200,000 residents. The graphic design and layout will be completed by the County.

B. EXCEPTIONS

Any exceptions to these solicitation conditions should be listed on a separate sheet of paper, attached to respondent’s submittal, and submitted with response at the specified date and time of the solicitation opening.

If no exceptions are stated, **it will be understood that all general and special conditions will be complied with, without exception.**

The Proposer must specify in its Proposal any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the Proposal and should indicate its possible or actual advantage to the program being offered.

The County reserves the right to offer these alternatives to other Proposers.

C. PROCUREMENT TIMELINE

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Respondents of any changes:

Advertise Solicitation (first date of publication)	Wednesday, August 20, 2025
Advertise Solicitation (second date of publication)	Wednesday, August 27, 2025
Deadline for Questions & Inquiries	Wednesday, September 3, 2025, by 5:00 PM CST
Submission Deadline / RFP Opening	Thursday, September 18, 2025, at 2:00 PM CST

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Interested parties may attend the Thursday, September 18, 2025, 2:00 PM CST. bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=ma98eb1f4f2a698aace7d11e546c3ae1b>

Join by meeting number Meeting number (access code): 2482 162 4912

Meeting password: 25-058 (250058 when dialing from a video system)

Tap to join from a mobile device (attendees only)
+1-415-655-0001,,24821624912## US Toll

Join by phone +1-415-655-0001 US Toll
Global call-in numbers

Join from a video system or application
Dial 24821624912@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

D. SUBMISSION INSTRUCTIONS:

Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. “Walk-in” or “mailed-in” (see instructions below) proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

There is no cost to register as a vendor.

INSTRUCTIONS FOR “WALK-IN” SUBMITTALS ONLY

IF “WALKING IN” Submittals, one (1) unbound single-sided original proposal, and two (2) proposal copies, must be submitted no later than **2:00 PM CST, on Thursday, September 18, 2025:**

SPECIAL PROVISIONS
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PRINTING FOR YEARLY NEWSLETTER
GALVESTON COUNTY, TEXAS

Veronica Van Horn
Interim Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550

The timestamp clock located in the Purchasing Agent's office shall serve as the official time-keeping piece for this solicitation process. Any proposals received after **2:00 PM CST** on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <https://www.galvestoncountytexas.gov/county-offices/purchasing>

E. PROPOSAL SURETY

A bid bond is **not** a requirement of this solicitation request.

F. PERFORMANCE AND PAYMENT BONDS

Performance and Payment bonds **are not requirements** of this solicitation.

G. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process **is applicable** to this solicitation.

H. DAVIS-BACON WAGE RATES

Davis-Bacon Wage Rates **are not requirements** for this solicitation.

I. PERSONNEL TO CONTACT

Respondents desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Respondent, which in the opinion of the County affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all Respondents as an addendum to the solicitation. Respondents **must** direct all inquiries to the following:

Veronica Van Horn
Interim Purchasing Agent
722 21st Street (Moody)
Galveston, Texas 77550
e-mail: purchasing.bids@co.galveston.tx.us

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Respondents must e-mail their requests (with the subject line “**Printing of Yearly Newsletter – RFP #25-058– Questions**”) for additional information and/or clarification to the address listed above. The request must include the Responder’s name and the solicitation number and title.

Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date. Late requests or those not delivered to the proper address may not receive a reply. Respondents shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Respondents should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County’s procurement web page. **It is the Responder’s sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Respondents should check the County’s procurement web page for all addenda prior to submitting a response.

The County’s procurement web page is located at **<http://www.galvestoncountytexas.gov/counties/offices/purchasing>**

The Respondent must acknowledge the receipt of all addenda on the forms provided. In the event a Responder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgment of one or more addenda.

Respondents who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or insufficient time for the Responder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Responder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

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J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

**Zach Davidson
Director of Government Relations
174 Calder
League City, TX 77573**

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

K. REQUIREMENTS OF REQUEST FOR PROPOSAL

Respondent shall provide one (1) original and two (2) hard copies of its response to the Interim Purchasing Agent on or before the submission deadline specified herein. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.

L. INSURANCE

Responder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided, however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

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Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

Workers' Compensation Insurance. Respondent shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full-time, part-time, and emergency employees employed by the Contractor.

Commercial General Liability. Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

Business Automobile Liability. Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

Subrogation Waiver. Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County regarding any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

M. SCOPE OF WORK

Galveston County will be sending out the yearly newsletter to county taxpayers. This publication includes numerous updates about what the county government is up to; including updates on infrastructure projects, facility projects, economic development, emergency management, and more. This important resource for taxpayers also features contact information for the various Galveston County offices and elected officials. It is estimated that this publication will be mailed to between 150,000 and 200,000 households.

The printing and mailing of this publication are beyond the scope of the in-house print shop. Galveston County is requesting proposals for the printing and the direct mailing of this publication.

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GALVESTON COUNTY, TEXAS

Project Specs:

Quantity:	210,000 Booklets
Pages:	16 Page Self Cover
Size:	8.5 x 11
Paper:	80#
Finish:	Matte
Color:	Full Color

Other Project Needs

- Mailing information printed/stuck on the front cover
- Saddle Stitch binding
- Full Bleed
- Gutter Jumps

RFP Organization

Tab #1: Cost – (Page limit is three pages)

Format should include:

- Quantity (210,000)
- Printing Rate per booklet
- Mailing Rate per piece
- Any Cost for file handling/converting
- Any cost for necessary file editing prior to printing
- Not to exceed total project cost

Tab #2: Experience/Qualifications – (Page limit is ten pages)

- Business History and background
- Number of years in business
- Any relevant experience in publication/mailer printing

Tab #3: Timeline/Delivery – (Page limit is three pages)

Estimated project timeline, including:

- Estimated file conversion/editing from receipt of file
- Estimated time for printing after file finalized
- Delivery time after printing

Tab #4: References – (No page limit)

- Examples of similar past projects
 - o Examples of larger projects can be in the form of a link
 - o Max of three examples
- List of any past government customers

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REQUEST FOR PROPOSAL PRINTING FOR YEARLY NEWSLETTER GALVESTON COUNTY, TEXAS

N. COST

Any unit prices submitted by the proposer shall include all cost to the County, including the material, delivery, current freight rate, state tax, or any other cost.

O. INVOICES

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

**Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553**

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 8, item 13, Procurement Card Program.

Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.

P. EVALUATION AND SELECTION PROCESS

The award(s) will be made to the responsible proposer(s) whose proposal is determined to be the best-evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. In awarding the contract, the Evaluation Committee may take into consideration the proposer's skill, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors considered relevant.

The requested services will be awarded primarily based on the evaluation criteria listed below as well as complying with the provisions as stated in the General Provisions, Item 18, Award of Proposals – Evaluation Criteria and Factors.

The County will evaluate qualifications according to factors which include, but may not be limited to the following:

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**REQUEST FOR PROPOSAL
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GALVESTON COUNTY, TEXAS**

- **Tab #1: Cost** 30 points
- **Tab #2: Experience and Qualifications** 35 points
- **Tab #3: Timeline and Delivery** 25 Points
- **Tab #4: References** 10 Points

The remainder of this page intentionally left blank

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REQUEST FOR PROPOSAL
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Q. REQUIRED DOCUMENTS CHECKLIST

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: _____

ADDRESS: _____

FEIN (TAX ID): _____

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of qualification submittal as non-responsive. It is the responsibility of the Proposer to ensure that Respondent has received all addenda.

Items:

Confirmed (X):

- | | |
|--|---------------------------------|
| 1. Required Documents Checklist (this page) | _____ |
| 2. Addenda Acknowledgement (if any) | #1_____ #2_____ #3_____ #4_____ |
| 3. "Walked In" Submittals: One (1) original, two (2) copies of submittal; <u>Bonfire</u> : One (1) submittal | _____ |
| 4. ATTACHMENT A - Vendor Qualification Packet | _____ |
| 5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility | _____ |
| 6. ATTACHMENT C - Certification Regarding Lobbying Form | _____ |
| 7. ATTACHMENT D - Non-Collusion Affidavit | _____ |
| 8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel | _____ |
| 9. ATTACHMENT F - Prohibition on Contracts with Certain Companies | _____ |
| 8. ATTACHMENT G - Information for Notice | _____ |
| 10. ATTACHMENT H - References | _____ |
| 11. Bid Proposal | _____ |

Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____