



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

April 14, 2025

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

Re: RFP #B212016A, Laser Printing for County Tax Statements
Contract #CM21276

Gentlemen,

The contract associated with RFP #B212016A, Laser Printing for County Tax Statements, is scheduled for its second extension on August 19, 2025. The contracted vendor for this service is Burke Asset Partnership, Ltd. Dba DMP BPO.

The awarded vendor has requested a price increase for services and supplies.

It is requested that the extension be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rufus G. Crowder", is written over a horizontal line.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston

Dickey, Tammy

From: Fleming, Melissa
Sent: Monday, April 7, 2025 4:41 PM
To: Dickey, Tammy
Subject: FW: B212016A - LASER PRINTING OF COUNTY TAX STATEMENTS - CM21276
Attachments: Executed 2025-2026 renewal and rate increase.pdf

Hi Tammy,

This is for B212016A - LASER PRINTING OF COUNTY TAX STATEMENTS.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County Purchasing Department
Galveston County Courthouse
722 21st. Street, 5th Floor
Galveston, Texas 77550
Office: (409) 770-5375
Fax: (409) 765-3106
e-mail: melissa.fleming@galvestoncountytexas.gov



Principles and Practices of Public Procurement
Accountability, Ethics, Impartiality, Professionalism, Service, Transparency

From: Johnson, Cheryl E <Cheryl.E.Johnson@co.galveston.tx.us>
Sent: Monday, April 7, 2025 11:41 AM
To: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>; Moreno, Kathleen <Kathleen.Moreno@co.galveston.tx.us>
Cc: Belk, Tristan <Tristan.Belk@galvestoncountytexas.gov>
Subject: RE: B212016A - LASER PRINTING OF COUNTY TAX STATEMENTS - CM21276

Good morning.

I apologize for the delay. I had to compare this to contract prices. This represents an estimated 12-13% increase which is minimal for the time period. It is acceptable but I will be going out for proposals next year to ensure this is the best we can do in the future.

Cheryl E. Johnson

From: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Sent: Friday, April 4, 2025 2:13 PM
To: Moreno, Kathleen <Kathleen.Moreno@co.galveston.tx.us>; Johnson, Cheryl E <Cheryl.E.Johnson@co.galveston.tx.us>
Subject: FW: B212016A - LASER PRINTING OF COUNTY TAX STATEMENTS - CM21276



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

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

Friday, April 4, 2025

LASER PRINTING OF COUNTY TAX STATEMENTS
1601 WALLACE DRIVE #120
CARROLLTON, TX 75000-6639

RE: SOLICITATION NAME: LASER PRINTING OF COUNTY TAX STATEMENTS
Contract # CM21276 / Bid # B212016A

Good day,

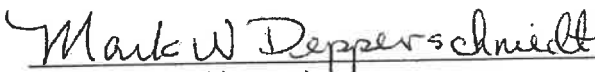
The resultant contract listed below is eligible for the second extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: CM21276
- Bid Number: B212016A
- Solicitation Name: LASER PRINTING OF COUNTY TAX STATEMENTS
- Extension Period: 07/19/2025 – 07/18/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County


ACCEPTED BY (signature)

COO/CIO
TITLE

DATE 4/4/2025



Friday, April 4, 2025

LASER PRINTING OF COUNTY TAX STATEMENTS

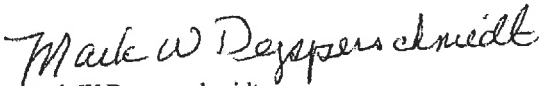
RE: SOLICITATION NAME: LASER PRINTING OF COUNTY TAX STATEMENTS
Contract # CM21276 / Bid # B212016A

Good day,

We continue to face price increases for stock and services. The table below lists the pricing that is appropriate for this renewal.

Description	Proposed
Laser print statements Duplex-Perforated paper	0.0641
Laser print Newsletter Duplex Grey paper	0.04533
Insert statements, Newsletter and #9	0.0484
Statement Images and Data	300.00
Annual revision of publisher form	200.00
#10	0.04798
#9	0.04115
Flat envelope for multiples	0.185
Fed Ex shipping of proof approval (Estimated)	100.00
Shipping thumb-drive, upload to ACT	50.00

Regards,


Mark W Depperschmidt
CIO/COO

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

The Special Provisions and the General Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of the 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.

A. PURPOSE:

It is the intent of Galveston County to secure pricing and availability for LASER PRINTING OF TAX STATEMENTS to be utilized by the Galveston County Tax Office (GCTO). It is also the intent of these specifications to describe the materials and processes necessary for Galveston County to print and mail tax statements and delinquent notices to property owners responsible for current and prior year property taxes.

B. PROPOSAL GUARANTEE:

Proposals must be accompanied by a Cashier's Check, made payable to the County of Galveston in the amount of One Thousand (\$1,000.00) Dollars. The above described security shall be furnished by the proposer as a guarantee that the proposer will enter into a contract if awarded the work.

C. PERFORMANCE AND PAYMENT BONDS:

Performance and Payment bonds are not a requirement of this solicitation.

D. BEST AND FINAL OFFERS (BAFO):

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

E. PROCUREMENT TIMELINE:

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

Advertise RFP (first date of publication)	Tuesday, May 11, 2021
Advertise RFP (second date of publication)	Tuesday, May 18, 2021
Deadline for Questions & Inquiries	Friday, May 21, 2021 by 5:00 p.m.
Proposals due from proposers/RFP Opening	Wednesday, June 2, 2021 at 2:00 p.m.

F. SUBMISSION INSTRUCTIONS:

One (1) unbound original and five (5) copies must be submitted no later than 2:00 P.M. CST, on **Wednesday, June 2, 2021:**

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550**

The time stamp 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 P.M. CST on the specified date will be returned unopened.

SPECIAL PROVISIONS LASER PRINTING OF COUNTY TAX STATEMENTS GALVESTON COUNTY, TEXAS

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 @ <http://www1.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx>

G. CONTRACT TERM:

The initial term of the contract shall be three (3) years with three (3) one (1) year options to renew, mutually agreeable by both parties. The total contractual period shall not exceed three (3) years unless otherwise superseded by the resultant contract language.

This contract may be immediately canceled upon written notice by the County in any of the following situations:

- Substandard or unsatisfactory performance by contractor; or
- Inability of the contractor to fulfill the terms of this contract.

In an effort to satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results shall be used by the County to determine if the contract extensions will be considered.

H. TYPE OF CONTRACT:

It is the intent of this solicitation to enter into a contract that meets federal guidelines. It is imperative that all responders seeking a contract under this RFP solicitation effort must familiarize and adhere to the procurement standards as referenced in 2 C.F.R. Part 200, Section 200.317-326, and Appendix II, 2 C.F.R. Part 200. Section 200.317-200.326 and Appendix II are attached hereto as **ATTACHMENT A and REQUIRED CONTRACT PROVISIONS** are attached hereto as **ATTACHMENT B**.

This resultant contract consists of the following documents: Request for Proposal, General Provisions, Special Provisions, General Terms and Conditions (including specifications, drawings, and addenda), Responder's response, Proposal Sheets, contract award, and any other documents referenced herein or attached hereto for the work. Collectively these documents may also be referenced to as the Plans and Specifications.

In an effort to satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results may be used by the County to determine if the contract extensions will be considered or other service options be utilized.

I. COLLATERAL CONTRACT:

The County reserves the right to provide by separate contract or otherwise, in such manner as not to delay its programs or damage said Contractor, all labor and material essential to the completion of the work that is not included in this contract.

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

J. RENEWAL OPTION:

Upon mutual agreement, between Galveston County and the successful Proposer(s), before the expiration date of the contract, this contract may be renewed for three (3) additional, one (1) year periods. Renewal shall be subject to all terms, conditions, requirements, and specifications as listed herein, unless noted and agreed upon, by both parties.

K. PERSONNEL TO CONTACT REGARDING THIS SOLICITATION:

Proposers 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 Proposer, which in the opinion of the County affects all responders or would be prejudicial to other proposers if not communicated, shall be furnished to all proposers as an addendum to the solicitation. Proposers **must** direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody), 5th Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us**

Proposers must e-mail their inquiries (with the subject line “Laser Printing of County Tax Statements – RFP #B212016A – Questions”) for additional information and/or clarification to the address listed above. The request must include the Proposer’s name and the RFP 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 proposal due date.*** Late requests or those not delivered to the proper address may not receive a reply. Proposers shall not attempt to contact the County by any other means. The Purchasing Agent’s Office shall post the answers to 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 Proposal Submission Date. The County, at its sole discretion, may not issue a response to a RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP 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 Proposer’s sole responsibility to ensure receipt of all addenda prior to submitting its proposal. All Proposers 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 www1.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx.

The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer 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 Proposal and waive the acknowledgement of one or more addenda.

Proposers 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 proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive submittal.

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

L. PROGRAM ADMINISTRATION:

Unless otherwise provided by specific provisions under this agreement, contractor operations and activities related and provided for in this agreement will be under the supervision of the Galveston County Tax Assessor-Collector the designated representative who for the purpose of this contract is:

**Cheryl E. Johnson, PCC
Galveston County Tax Office
722 Moody
Galveston, Texas 77550
E-mail: cheryle.johnson@co.galveston.tx.us**

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, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

M. DOCUMENTATION:

Proposer shall enclose a sample contract, (if available), and proposal forms all with original signatures.

1. All information requested under Section VII. Company/Firm Team Qualifications.
2. References as described in Section VII. Company/Firm Team Qualifications, B. References.
3. A detailed and sound description of the approach to be taken in meeting the objectives described in the specifications section of this RFP.
4. The completed proposal form(s) disclosing references, method of payment, and company information as requested.

The following information may be required from the Proposer(s) following the proposal opening:

1. Prior to award of the contract, Proposer must provide current and valid proofs of insurance.
2. After award of the contract, as provided for in RFP, Proposer must provide a performance bond and a payment bond if required by the County.

N. SPECIAL REQUIREMENTS:

It is not the intent of Galveston County to limit or restrict bids but to describe the minimum level of quality and workmanship necessary for the completion of the described task.

Pricing must be FOB destination, inside delivery if required.

The vendor shall be responsible for all damages incurred while performing said services.

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

O. GENERAL:

1. Vendor will print tax statements (2 sided 8 ½ x 14 or 2 sided 8 ½ x 11) and delinquent notices (1 sided 8 ½ x 11), #10 woven window (standard placement) envelopes, #9 white woven return envelopes and newsletter (2 sided 8 ½ x 11 colored paper).
2. Vendor will fold and insert tax statements, #9 return envelopes, and newsletters in #10 window envelopes. Vendor will fold and insert delinquent notices and #9 return envelopes in #10 window envelopes.
3. Vendor will mail tax statements or delinquent notices to those listed in data files provided. Vendor will provide a guaranteed cost of postage based on first class carrier route automation rates and shall perform presort in order to obtain the best postal rate for 1st class mail.
4. Billing file consists of no less than 840 data fields for the production of up to 200,000 tax statements and less than 50 data fields for the production of 35,000 delinquent notices. Vendor must have ability to sort data in order to identify single owners of multiple properties, agents and mortgage companies for multiple accounts so that statements may be mailed in appropriate groups. Vendor must also be able to identify "mail code" and "0000" zips without a full address.
5. Multiple statements going to one property owner, agent or mortgage company shall be sent in a single envelope with one (1) appropriate newsletter and #9 envelope.
6. Property records will contain the US Postal carrier Route Code and zip +4 and 2-digit destination code plus check digit for postal qualification when possible.
7. Mail code statements and "0000" zips without a full address will not be mailed, rather they will be delivered to GCTO.
8. Coupons should be free of any abnormalities that would prevent scanning through processing scanners (including QR codes). Scan line shall remain in proper location, font and size during printing (quality control required to insure this requirement is met).
9. Tax statements or delinquent notices with out-of-country addresses will require vendor to complete appropriate USPS forms as required by USPS.

P. INFORMATION NECESSARY FOR ESTIMATING POSTAGE:

1. 140,000 #10 window envelopes and up to 20,000 flats for multiples for tax statements
2. . 30,000 #10 window envelopes for single and multiple delinquent notices

PLEASE NOTE: Postage will be based on first class carrier route automation rates.

Q. SPECIFICATIONS:

1. LASER PRINTING OF TAX STATEMENTS
 - a) Maximum of 8 ½" width x 14" long for tax statements and maximum 8 ½" x 11" for delinquent notices. Requesting bid for letter and legal size statements.
 - b) Long grain sheets on 24# xerographic white paper, or on an equivalent.
 - c) Printing of tax statements will be duplex (two-sided) in black ink.
 - d) One tax parcel per statement.
 - e) Perforation will be full horizontal approximately 3 -2/3" from bottom, micro perf, or as required by GCTO.
 - f) Approximately 200,000 tax statements or 35,000 delinquent notices will be printed and perfed at coupon at bottom.
 - g) County will provide statement (with field designations) in a Microsoft Publisher file annually by August, if updated, to perform test of updated layout merging prior year date.
 - h)

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

- i) Acceptance shall be in advance of a news data submission. Upon delivery of data, Vendor shall properly merge or place data in appropriate location on tax statement form.
- j) A random sample of five (5) batches each containing 25 tax statements (or delinquent notices as appropriate) are to be provided electronically to GCTO for approval before final production is commenced.
- k) Client information systems required that enables GCTO to track vendor internal production and USPS delivery.

A sample tax statement showing mapped fields and one sample with data, sample delinquent notice and newsletter are attached as Attachments A (mapped legal sized statement), A1 (legal sized statement with data), B (letter sized statement mapped/data not available), C (delinquent notice mapped), C1 (delinquent notice with data), D (newsletter) and E (envelope samples).

Contractor will consult with GCTO personnel for standards and for optical character reader (OCR) print to be included on the bottom of each document (content is mapped). Perforation must conform to specifications for scanner tolerance as required by GCTO. Contractor must work with GCTO to test documents. A random sample of 25 statements and delinquent notices will be sent via overnight mail to GCTO for coupon testing prior to commencing final printing.

No Sub-Contractors are allowed per General Provisions, page 19, item 51, Subcontracting /Assignment.

Newsletter 8 ½ x 11 colored paper, printed on two (2) sides. Additional copies remaining after statement production will be delivered to GCTO within 10 days of tax statements being mailed.

2. PRINTING OF #10 WHITE WOVEN WINDOW ENVELOPES

Printing will be in black ink.

170,000 (minimum) will be required or a sufficient number to mail an estimated 200,000 statements and 35,000 delinquent notices. Upon completion of mailing, an additional 50,000 window envelopes will be returned to GCTO. Window size and placement shall be standard rather than customized.

Envelopes will have the following return address:

Cheryl E. Johnson, PCC
Galveston County Tax Assessor/Collector
722 Moody Avenue
Galveston, Texas 77550

3. PRINTING FOR #9 RETURN ENVELOPES

Printing will be in black ink.

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

Envelopes will have the following mailing address:

Cheryl E. Johnson, PCC
Galveston County Tax Assessor/Collector
P. O. Box 1169
Galveston, Texas 77553-1169

180,000 (minimum) will be required or a sufficient number to mail with statements and an estimated 32,000 for delinquent notices. Upon completion of printing of tax statements, 35,000 additional #9 return envelopes are to be returned to GCTO.

Barcode and FIM Mark Capability required.

4. INSERTING AND SPECIAL INSTRUCTIONS

Tax statements and newsletters will be folded and, along with #9 return envelopes, properly inserted into #10 window envelopes, sealed and delivered to post office. All aspects of this process will be performed by the vendor.

Delinquent notices will be folded and along with #9 return envelopes, properly inserted into #10 window envelope, sealed and delivered to post office. All aspects of this process will be performed by the vendor.

Vendor must have intelligent inserting capabilities.

A flash drive of tax statements individually named and listed by property tax account number in searchable portable document format (pdf) must be delivered to ACT or GCTO within seven (7) days of completion of printing.

Unless able to email or place on ftp site, a flash drive of delinquent notices searchable by account number in a portable document format (pdf) must be delivered to ACT or GCTO within seven (7) days of completion of printing.

R. ADDITIONAL NOTES:

Vendor will provide invoice of estimated postage requirements to GCTO at least one month in advance of production of tax statements or delinquent notices so that County may provide vendor with payment for postage prior to mailing.

Input data files will be provided by GCTO or its property tax software vendor.

The target completion (mailing) date for tax statements is October 15, annually. Vendor will have 36 hours from receipt of data files to complete initial samples. Initial samples shall be emailed to CGTO for review to insure proper placement and accuracy of data field placement. Corrections will be provided back to vendor within 24 hours and corrected samples provided to GCTO within 24 hours. Upon approval of data placement and form, vendor shall "overnight" original final statements for testing of coupon. Upon completion of testing and approval by GCTO, vendor shall complete and mail tax statements. Production and mailing shall be completed within three days of final approval being granted.

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

The target completion (mailing) date for delinquent notices is February 12, annually. Vendor will have 36 hours from receipt of data files to complete initial samples. Initial samples shall be emailed to GCTO for review to insure proper placement and accuracy of data field placement. Corrections will be provided back to vendor within 24 hours and corrected samples provided within 24 hours. Verification by Vendor that scanline specifications conform to requirements (rather than testing) will be permitted. Upon approval by GCTO, vendor shall complete and mail delinquent statements. Production and mailing shall be completed within three days of final approval being granted.

Award may be on an "All or None" basis.

Upon request, GCTO may require samples of the paper for bid evaluation, failure to provide the samples, in a timely manner, may provide justification for bid rejection.

The successful vendor will pay all transportation costs and will assume all risk of loss. The vendor is required to completely fill out the pricing form.

Galveston County reserves the right to inspect all items before accepting and to return all items that do not follow these specifications.

The proposal price shall be full compensation for all materials, labor, tools, equipment and incidentals necessary to complete the work.

Payment Terms: Net 30 after receipt and acceptance by GCTO of product(s), material(s), service(s), or invoice(s), whichever is later.

In addition to all other warranties, whether expressed or implied, vendor warrants to County that item(s) and/or service(s) furnished hereunder will be of excellent quality and new unless otherwise required or permitted and that the work will be free from defects and will conform to the requirements of the Contract Documents. Item(s) and/or service(s) not conforming to these requirements shall be deemed defective.

S. EVALUATION CRITERIA:

Additional evaluative criteria may include an evaluation of past performance and delivery and, if appropriate, an evaluation of references.

T. ALTERNATE PROPOSALS:

Firms submitting alternate proposals to the Scope of Work set forth in this RFP, must submit them on separate sheet(s) of paper and include with original submittal. Although, the County is seeking proposals as specified in this RFP, reasonable alternatives may be considered.

U. EVALUATION OF PROPOSALS – SELECTION CRITERIA:

The general contract terms and conditions set forth certain criteria which will be used in the receipt of proposals and selection of the successful firm.

An Evaluation Committee will independently read, review, and evaluate each proposal and selection will be made on the basis of the criteria listed below in addition to other factors that the County deems necessary to make an award.

SPECIAL PROVISIONS LASER PRINTING OF COUNTY TAX STATEMENTS GALVESTON COUNTY, TEXAS

Once the proposals have been rated, the Evaluation Committee may conduct interviews with the top ranked firms (usually the top two firms, dependent upon the number of proposals received). The Evaluation Committee will then make a recommendation to the Purchasing Agent to present to the Galveston County Commissioners' Court for the contract award.

V. AWARD CRITERIA:

The Evaluation Committee will read, review, and evaluate each proposal and selection will be made on the basis of the criteria listed below:

- | | |
|--|-----|
| 1. Experience in producing tax statements - proposer must provide detailed evidence of experience in producing tax statements | 55% |
| 2. Total Price – cost of printing tax statement, delinquent notice, envelopes, and newsletter; cost of folding and inserting into #10 envelopes; and cost of readable media and data file(s) of the tax statements printed and form change costs | 35% |
| 3. Ability to work within timetable as specified in RFP | 10% |

W. COMPLIANCE WITH LAWS:

Vendor is responsible and subject to compliance with the Texas Property Code and any amendments thereto pertinent to the preparation of tax statements.

X. QUESTIONS AND INQUIRIES:

Questions and inquiries, both verbal and written, will be accepted from any and all firms. All communication regarding this Request for Proposal must be directed to the Galveston County Purchasing Agent via e-mail purchasing.bids@co.galveston.tx.us.

Inquiries pertaining to Request for Proposals must give RFP number, title and acceptance date. Material questions will be answered in writing and will be distributed to all firms who receive the RFP provided. All questions must be received prior to the close of business (5:00 p.m.) on Wednesday, April 21, 2021.

Y. PRICING, BILLING AND PAYMENT:

Total price will include the printing and folding of tax statements and newsletters; mailing and inserting #9 envelopes with tax statements into #10 envelopes; providing a searchable, readable image of the property tax statements. Price will also include the printing and folding of delinquent notices; mailing and inserting #9 envelopes with delinquent notice into #10 envelopes.

1. Pricing

If a Proposer contemplates any additional costs of any kind, other than those submitted, Proposer must clearly indicate on the pricing proposal form any such costs contemplated or forfeit the right to payment for same. All prices submitted in a properly signed proposal will constitute firm offers. Such offers will be held open through time of award by Commissioners' Court and may only be modified by a Best and Final Offer, if process is invoked, which also will be held open through the time of award.

For the services to be rendered by Proposer, County agrees to pay the prices indicated on the final contract.

**SPECIAL PROVISIONS
LASER PRINTING OF COUNTY TAX STATEMENTS
GALVESTON COUNTY, TEXAS**

2. **Billing and Payment**

Proposer must describe the required payment schedule for this project (e.g., at end of project, progress payments, etc). In intervals as described by the Proposer, comprehensive itemized invoices shall be submitted to:

**Attention: Randall Rice, County Auditor
P.O. Box 1418
Galveston, Texas 77553**

And to:

**Cheryl E. Johnson, PCC
Galveston County Tax Assessor-Collector
722 Moody
Galveston, TX 77550**

All payments must have prior approval by the Commissioners' Court before payments can be made.

Payment will be made within thirty (30) workdays after receipt of a proper invoice by the successful proposer.

Neither a signed receipt nor payments shall be construed as an acceptance by County of any work or material(s), or as a release for any claim for damage.

Z. PROPOSAL CONTENTS:

This proposal consists of the Request for Proposals, Proposal, Provisions, Specifications, Attachments and other terms and conditions as are attached or incorporated by reference in the schedule of the Request for Proposals.

AA. ENTIRE AGREEMENT:

This agreement is the entire agreement between the parties.

Remainder of page intentionally left blank

**SPECIAL PROVISIONS
 LASER PRINTING OF COUNTY TAX STATEMENTS
 GALVESTON COUNTY, TEXAS**

PROPOSAL RESPONSE FORM

<u>DESCRIPTION</u>	<u>COST</u>
1. Quantity - 200,000 each Printing of two-sided 8 ½ x 14 Tax Statements with single perf	_____
2. Quantity - 200,000 each Printing of two-sided 8 ½ x 11 Tax Statements with single perf	_____
3. Quantity – 180,000 #9 Return Envelopes (plus additional 30,000 for delinquent notes) and 35,000 to return to GCTO	_____
4. Quantity - 170,000 #10 White Woven Window Envelopes (plus Additional 30,000 for delinquent notes) and 50,000 to return to GCTO	_____
5. An estimated 20,000 9 x 12 Flats for multiple tax statements plus An estimated 2,000 for multiple delinquent notices	_____
6. Quantity – 170,000 each Printing of two-sided 8 ½ x 11 Newsletters	_____
7. Quantity – 1 each individually name Statement Images (data & Media) Searchable by Account Number in pdf format	_____
8. Quantity – 1 each Delinquent Notice Images (data & media) Searchable by Account Number in pdf format	_____
9. Quantity – 1 each Lowest Qualified Guaranteed Postage Rate Total	_____
10. Folding and inserting Items #1 or 2, 3 and 6 into Item #4 or 5	_____
11. Quantity – 35,000 each Printing of 8 ½ x 11 single-sided Delinquent Notices with single perf	_____
12. Folding and inserting Items #3 and 11 into Item #4 or 5	_____
13. Charge for annual revision of Publisher File Station Form	_____
Extended Price Total of All Items:	_____

**SPECIAL PROVISIONS
 LASER PRINTING OF COUNTY TAX STATEMENTS
 GALVESTON COUNTY, TEXAS**

**EVALUATION DOCUMENT OF LASER PRINTING OF TAX STATEMENTS
 AND DELINQUENT NOTICE**

Evaluation Committee: Representatives of GCTO, County Auditor, and Finance Department

Timeline: Bid Open Date: Wednesday, June 2, 2021
 Interviews with Short List of Firms Thursday, June 10, 2021

Evaluation & Scoring:

% Pts	Evaluation Criteria	Point Breakdown
	Experience	
	Tax office experience printing consolidated tax statements	20
	Appropriate responses to basic services requirements:	
	Ability to properly place data in appropriate mapped fields identified on Microsoft Office Publisher file	
	Ability to sort/manipulate up to 200,000 records with up to 332 individual data fields from billing file of 840 data fields	
	Ability to print duplex 8 ½ x 14 or 8 ½ x 11 statements with perf	
	Ability to print duplex 8 ½ x 11 newsletters on colored paper	
	Ability to print single sided 8 ½ x 11 delinquent notices with perf	
55%	Ability to print #9 return envelopes and #10 window envelopes	15
	Ability to fold and insert statement/return envelope and newsletter into #10 envelope	
	Ability to fold and insert delinquent notice and return envelope into #10 envelope	
	Ability to work with Microsoft Publisher, to properly place data in appropriate fields, sort and merge complex data file	10
	Ability to guarantee cost of postage based on first class carrier route automation rates and presort to obtain best postal rate for 1 st class mail	2
	Ability to track internal production and USPS delivery and provide report	
	Ability to sort data files to properly identify single owner of multiple properties and produce statements and newsletters for multiple mailing, sort mortgage company, mail code or 0000 zip addresses	5
	Ability to meet standards for optical character reader (OCR) print in proper location on bottom of each document and adjust after testing	3

**SPECIAL PROVISIONS
 LASER PRINTING OF COUNTY TAX STATEMENTS
 GALVESTON COUNTY, TEXAS**

	Total Price	
35%	1. Quantity - 200,000 each Printing of two-sided 8 ½ x 14 Tax Statements	
	2. Quantity - 200,000 each printing of two-sided 8 ½ x 11 Tax Statements	
	3. Quantity – 170,000 each (additional 35,000 for delinquent notices) #9 Return Envelopes, 35,000 to return to GCTO	
	4. Quantity – 170,000 each (additional 30,000 for delinquent notices) #10 White Woven Window Envelopes, 50,000 to return to GCTO	Best Price 35 pts
	5.. Quantity – 20,000 each 9 x 12 Flats for multiple tax statements plus An estimated 2,000 for multiple delinquent notices	Next Best Price 25 pts
	6. Quantity – 170,000 each Printing of two-sided 8 ½ x 11 Newsletter	Next Best Price 15 pts
	7. Quantity – 1 each Statement (and delinquent notice) Images (data & media)	Highest Price 5 pts
	8. Quantity – 1 each Lowest Qualified Guaranteed Postage Rate Total	
	9. Folding and inserting Items #1 or 2, 3 and 6 into Item 4 or 5	
	10. Quantity – 35,000 each Printing of 8 ½ x 11 single-sided Delinquent Notices	
	11. Folding and inserting Items #10 and 3 into Item 4 Or 5	
	Timetables	
10%	Ability to provide tax statement samples prior to production with corrections made within 24 hours. Target completion (mail) date October 15.	8
	Ability to provide delinquent notice samples prior to production with corrections made within 24 hours. Target completion (mail) date February 12.	2
GRAND TOTAL ALL CATEGORIES		100 pts

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