

MEMORANDUM

TO: Judge Robert Hebert **B15-063**
County Judge

#23 A
4-14-15

FROM: Debbie Kaminski
Assistant Purchasing Agent

SUBJECT: Please sign and date the attached contract(s) approved in
Commissioners Court on April 14, 2015. Thank you.

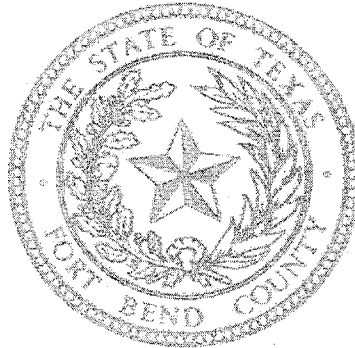
29 NW
DATE: April ~~14~~, 2015

RETURN TO: Norma Weaver
Administrative Assistant
Purchasing Agent
301 Jackson, Suite 201
Richmond, Texas 77469

COUNTY JUDGE
RECEIVED
APR 17 2015

HOV Services

**Fort Bend County, Texas
Invitation for Bid**



**Term Contract for Printing and Mailing of Tax Statements
for Fort Bend County
BID 15-063**

SUBMIT BIDS TO:

Fort Bend County
Purchasing Department
Travis Annex
301 Jackson, Suite 201
Richmond, TX 77469

****NOTE:**

All correspondence must include the term
"Purchasing Department" in address to
assist in proper delivery.

SUBMIT NO LATER THAN:

Thursday, April 2, 2015
1:30 PM (Central)

MARK ENVELOPE:

BID 15-063
Tax Statements

***ALL BIDS MUST BE RECEIVED IN AND TIME/DATE STAMPED BY THE PURCHASING OFFICE
OF FORT BEND COUNTY BEFORE THE SPECIFIED TIME/DATE STATED ABOVE.***

***BIDS RECEIVED AS REQUIRED WILL THEN BE OPENED AND PUBLICLY READ.
BIDS RECEIVED AFTER THE SPECIFIED TIME, WILL BE RETURNED UNOPENED.***

Results will not be given by phone.
Results will be provided to bidders
in writing after Commissioners Court awards.

Fort Bend County is always conscious
and extremely appreciative of your
effort in the preparation of this bid.
Requests for information must be in
writing and directed to:

Cheryl Krejci, CPPB
Senior Buyer
cheryl.krejci@fortbendcountytexas.gov

Vendor Information

HOV Services Inc.

Legal Name of Contracting Company

Federal ID Number (Company or Corporation) or Social Security Number (Individual)

713-684-8400

Telephone Number

713-957-4858

Facsimile Number

2701 Grauwlyer Road

Complete Mailing Address (for Correspondence)

Irving TX 75061

City, State and Zip Code

PO BOX 142589 Drawer #9096

Complete Remittance Address (if different from above)

Irving TX 75014

City, State and Zip Code

Mark Trivette CFO, Americas


Authorized Representative and Title (printed)

Mark.Trivette@banctec.com

Authorized Representative's Email Address




Signature of Authorized Representative

Initials of Bidders: 

1.0 GENERAL REQUIREMENTS:

- 1.1 Read this entire document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.
- 1.2 General Requirements apply to all advertised bids; however, these may be superseded, whole or in part, by the scope, special requirements, specifications, special specifications or other data contained herein.
- 1.3 Governing Law: Bidder is advised that these requirements shall be fully governed by the laws of the State of Texas and that Fort Bend County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.
- 1.4 Bid Form Completion: Fill out, sign, and return to the Fort Bend County Purchasing Department ONE (1) complete bid form. An authorized representative of the bidder must sign the Contract Sheet. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of liquid paper is not acceptable and may result in the disqualification of bid. If an error is made, vendor must draw a line through error and initial each change.
- 1.5 Bid Returns: Bidders must return all completed bids to the Fort Bend County Purchasing Department at 301 Jackson, Suite 201, Richmond, Texas no later than 1:30 P.M. on the date specified. Late bids will not be accepted. Bids must be submitted in a sealed envelope, addressed as follows: Fort Bend County Purchasing Agent, Travis Annex, 301 Jackson, Suite 201, Richmond, Texas 77469.
- 1.6 Governing Forms: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Fort Bend County's interpretation shall govern.
- 1.7 Addendums: When specifications are revised, the Fort Bend County Purchasing Department will issue an addendum addressing the nature of the change. Bidders must sign and include it in the returned bid package.
- 1.8 Hold Harmless Agreement: Contractor shall indemnify and hold Fort Bend County harmless from all claims for personal injury, death and/or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.

Initials of Bidders: 


- 1.9 **Waiver of Subrogation:** Bidder and bidder's insurance carrier waive any and all rights whatsoever with regard to subrogation against Fort Bend County as an indirect party to any suit arising out of personal or property damages resulting from bidder's performance under this agreement.
- 1.10 **Severability:** If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.
- 1.11 **Bonds:** If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's checks are not acceptable.
- 1.12 **Taxes:** Fort Bend County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Fort Bend County claims exemption from all sales and/or use taxes under Chapter 20, Title 122a, Vernon's Texas Civil Statutes, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Fort Bend County Purchasing Department.
- 1.13 **Fiscal Funding:** A multi-year lease or lease/purchase arrangement (if requested by the specifications), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void. After expiration of the lease, leased equipment shall be removed by the bidder from the using department without penalty of any kind or form to Fort Bend County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the bidder.
- 1.14 **Pricing:** Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder **MUST** indicate the items required and attendant costs or forfeit the right to payment for such items.
- 1.15 **Silence of Specifications:** The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to

Initials of Bidders: at

commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

- 1.16 Supplemental Materials: Bidders are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the bidder wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.
- 1.17 Material Safety Data Sheets: Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", a bidder must provide to County and using departments, with each delivery, material safety data sheets, which are, applicable to hazardous substances defined in the Act. Bidders are obligated to maintain a current, updated file in the Fort Bend County Purchasing Department. Failure of the bidder to maintain such a file will be cause to reject any bid applying thereto.
- 1.18 Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Fort Bend County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Bidders may offer items of equal stature and the burden of proof of such stature rests with them. Fort Bend County shall act as sole judge in determining equality and acceptability of products offered.
- 1.19 Color Selection: Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, not colors, which require up charges or special handling. Unspecified fabrics or vinyl should be construed as medium grade. If bidder fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.
- 1.20 Evaluation: Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Fort Bend County Purchasing Department and recommendation to Fort Bend County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. Pricing is NOT the only criteria for making a recommendation. The Fort Bend County Purchasing Department reserves the right to contact any bidder, at any time, to clarify, verify or request information with regard to any bid.

- 1.21 Inspections: Fort Bend County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a bidder cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.
- 1.22 Testing: Fort Bend County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.
- 1.23 Disqualification of Bidder: Upon signing this bid document, a bidder offering to sell supplies, materials, services, or equipment to Fort Bend County certifies that the bidder has not violated the antitrust laws of this state codified in section 15.01, et seq., Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the bidders. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a bidder and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that bidder will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.
- 1.24 Awards: Fort Bend County reserves the right to award this contract on the basis of lowest and best bid in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one bidder, to reject any or all bids. In the event the lowest dollar bidder meeting specifications is not awarded a contract, the bidder may appear before the Commissioners Court and present evidence concerning his responsibility. An award is final only upon formal execution by the Fort Bend County Commissioners Court or the Fort Bend County Purchasing Agent. Fort Bend County reserves the right to withdraw any award until execution by the proper authority.
- 1.25 Assignment: The successful vendor may not assign, sell or otherwise transfer this contract without written permission of Fort Bend County Commissioners Court.
- 1.26 Term Contracts: If the contract is intended to cover a specific time period, said time will be given in the specifications under scope.
- 1.27 Maintenance: Maintenance required for equipment bid should be available in Fort Bend County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the bid sheet as requested or on a separate sheet, as required. If Fort Bend County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.

Initials of Bidders: 

- 1.28 **Contract Obligation:** Fort Bend County Commissioners Court must award the contract and the County Judge or other person authorized by the Fort Bend County Commissioners Court must sign the contract before it becomes binding on Fort Bend County or the bidders. Department heads are not authorized to sign agreements for Fort Bend County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.
- 1.29 **Title Transfer:** Title and Risk of Loss of goods shall not pass to Fort Bend County until Fort Bend County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Bidders are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirement" section of this bid document and/or on the Purchase Order as a "Ship To:" address.
- 1.30 **Purchase Order and Delivery:** The successful bidder shall not deliver products or provide services without a Fort Bend County Purchase Order, signed by an authorized agent of the Fort Bend County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the bidder in the proper place on the bid sheet. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped F.O.B. inside delivery unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach, which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Fort Bend County without prejudice to other remedies provided by law. Where delivery times are critical, Fort Bend County reserves the right to award accordingly.
- 1.31 **Contract Extension:** Extensions may be made only by written agreement between Fort Bend County and the bidder. Any price escalations are limited to those stated by the bidder in the original bid.
- 1.32 **Termination:** Fort Bend County reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of bidder or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Fort Bend County's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.

Initials of Bidders:

- 1.33 Recycled Materials: Fort Bend County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Fort Bend County will be the sole judge in determining product preference application.
- 1.34 Interlocal Participation: Additional governmental entities may purchase from this bid. Vendor agrees to accept purchase orders from those participating entities and to invoice each entity separately.
- 1.35 Escalation Clause: Successful bidder may apply for a price increase to the Fort Bend County Commissioners Court. Price increase will be the amount increased to the vendor from his supplier. Written documentation of the increase must be provided to the Purchasing Agent. No application for a price increase may be submitted within the first four (4) months of this contract. Increases of more than 25% of the original bid price will not be considered.

2.0 TERMS AND CONDITIONS:

- 2.1 Seller to Package Goods: Seller will package goods in accordance with good commercial practice. Each delivery container shall be clearly and permanently marked as follows (a) Seller's name and address; (b) Consignee's name, address and purchase order number and the bid number if applicable; (c) Container number and total number of containers (e.g. box 1 of 4 boxes); and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform to requirements of common carriers and any applicable specifications. Fort Bend County's count or weight shall be final and conclusive on shipments not accompanied by packing list.
- 2.2 Shipment Under Reservation Prohibited: Seller is not authorized to ship goods under reservation and no tender of a bill of lading will operate as a tender of goods.
- 2.3 Title and Risk of Loss: The title and risk of loss of the goods shall not pass to the County until a County employee actually receives and takes possession of the goods at the point or points of delivery.
- 2.4 Delivery Terms: F.O.B. Destination Freight Prepaid, Inside Delivery, unless delivery terms are specified otherwise on Purchase Order.
- 2.5 No Replacement of Defective Tender: Every tender or delivery of goods must fully comply with all provisions of the Purchase Order as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender.

Initials of Bidders:

- 2.6 Place of Delivery: The place of delivery shall be that set forth in the block of the purchase order entitled "Ship To". Any change thereto shall be effective by modification as provided for in Clause number 2.20 "Modifications", hereof. The terms of this agreement are "no arrival, no sale", at the discretion of Fort Bend County.
- 2.7 Invoices and Payments:
- 2.7.1 Seller shall submit separate invoices, in duplicate. Invoices shall indicate the purchase order number and the bid number if applicable. Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading, and the freight waybill when applicable should be attached to the invoice.
- 2.7.2 Fort Bend County's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render the order null and void to the extent funds are not available and any delivered but unpaid goods will be returned to Seller by the county.
- 2.7.3 Do not include Federal Excise, State, or City Sales Tax. Fort Bend County is a tax-exempt governmental entity.
- 2.8 Gratuities: Fort Bend County may, by written notice to the Seller, cancel any order without liability, if it is determined by the County that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the Seller, or any agent or representative of the Seller to any officer or employee of Fort Bend County with a view toward securing an order. In the event an order is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.
- 2.9 Special Tools and Test Equipment: If the price stated on the face of an order includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filing this order, such special tooling equipment and any process sheets related thereto shall become the property of the County and to the extent feasible shall be identified by the Seller as such.
- 2.10 Warranty/Price:
- 2.10.1 The price to be paid by the County shall be that contained in Seller's quote or bid which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by an order for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty the prices of the items shall be reduced to the Seller's current prices on orders by others. Fort Bend County may cancel this contract without liability.

- 2.10.2 The Seller warrants that no person or selling agency has been employed or retained to solicit or secure any County order based upon any agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. A breach or violation of this warranty gives the County the right, in addition to any other right or rights, to cancel this contract without liability.
- 2.11 Warranty Product: Seller shall not limit or exclude any implied warranties and any attempt to do so shall render an order voidable at the option of the County. Seller warrants that the goods furnished will conform to the specifications, drawings, and description listed in the bid invitation and purchase order as applicable, and to the sample(s) furnished by Seller if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.
- 2.12 Safety Warranty: Seller warrants that the product sold to Fort Bend County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within 10 days, correction made by the County will be at Seller's expense.
- 2.13 No Warranty by Fort Bend County Against Infringements: As part of a contract for sale Seller agrees to ascertain whether goods manufactured in accordance with the specifications will give rise to the rightful claim of any third person by way of infringement. Fort Bend County makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall Fort Bend County be liable to Seller for indemnification in the event the Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement will result, he will notify Fort Bend County to this effect in writing within two days after the receiving Purchase Order. If the County does not receive notice and is subsequently held liable for the infringement, Seller will defend and save the County harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement, this contract shall be null and void except that the County will pay Seller the reasonable cost of his search as to infringements.
- 2.14 Right of Inspection: The County shall have the right to inspect the goods at delivery before accepting them.
- 2.15 Cancellation: Fort Bend County shall have the right to cancel for default all or any part of the undelivered portion of an order if Seller breaches any of the terms hereof including warranties of Seller, or if the Seller becomes insolvent or files for protection under the bankruptcy laws. Such rights of cancellation are in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity.

- 2.16 Termination: The performance of work under a Purchase Order may be terminated in whole or in part by the County in accordance with this provision. Termination of work there under shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Fort Bend County set forth in Clause 15 herein.
- 2.17 Force Majeure: Force Majeure means a delay encountered by a party in the performance of its obligations under this Agreement, which is caused by an event beyond the reasonable control of that party. Without limiting the generality of the foregoing, "Force Majeure" shall include but not be restricted to the following types of events: acts of God or public enemy; acts of governmental or regulatory authorities; fires, floods, epidemics or serious accidents; unusually severe weather conditions; strikes, lockouts, or other labor disputes; and defaults by subcontractors. In the event of a Force Majeure, the affected party shall not be deemed to have violated its obligations under this Agreement, and the time for performance of any obligations of that party shall be extended by a period of time necessary to overcome the effects of the Force Majeure, provided that the foregoing shall not prevent this Agreement from terminating in accordance with the termination provisions. If any event constituting a Force Majeure occurs, the affected party shall notify the other parties in writing, within twenty-four (24) hours, and disclose the estimated length of delay, and cause of the delay.
- 2.18 Assignment-Delegation: No right or interest in an order shall be assigned or delegation of any obligation made by Seller without the written permission of Fort Bend County. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
- 2.19 Waiver: No claim or right arising out of a breach of any contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waived or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 2.20 Modification: A Purchase Order can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.
- 2.21 Parol Evidence: This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms rendered under this agreement and shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.

Initials of Bidders: 


- 2.22 **Applicable Law:** This agreement shall be governed by the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas and in effective on the date of the purchase order.
- 2.23 **Advertising:** Seller shall not advertise or publish, without the County's prior consent the fact that Fort Bend County has entered into any contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
- 2.24 **Right to Assurance:** Whenever the County in good faith has reason to question the other party's intent to perform. The County may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the County may treat this failure as an anticipatory repudiation of the contract.
- 2.25 **Venue:** Both parties agree that venue for any litigation arising from this contract shall lie in Richmond, Fort Bend County, Texas.
- 2.26 **Prohibition Against Personal Interest in Contracts:** No officer or employee of the County shall have a financial interest, direct or indirect, in any contract with the County, or shall be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, or service, except on behalf of the County as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to disciplinary action under applicable laws, statutes and codes of the State of Texas. Any violation of this section, with the knowledge, expressed or implied of the person or corporation contracting with the County shall render the contract involved voidable by the County Commissioners Court.

3.0 SCOPE:

It is the intent of Fort Bend County to contract with one (1) vendor to provide tax statements, and tax statement services as specified herein.

4.0 PERIOD OF CONTRACT:

This contract is for the period **1 JUNE 2015** through **31 MAY 2016**, renewable annually for four (4) years (through 31 May 2020) if mutually agreeable under the same terms and conditions. This agreement may be terminated by either party for any reason by giving thirty (30) days written notice of the intent to terminate.

Initials of Bidders: 

5.0 BID FORM COMPLETION:

Fill out, initial each page, SIGN CONTRACT SHEET, and return to the Fort Bend County Purchasing Department ONE (1) complete bid form. An authorized representative of the bidder MUST sign the contract sheet. The bid must be in a sealed envelope and marked with the appropriate bid number. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of liquid paper is **NOT** acceptable and may result in the disqualification of bid. If an error is made, vendor **MUST** draw a line through error and initial each change. All response typed or written information must be clear and legible.

6.0 LIQUIDATED DAMAGES:

If the Work is not Substantially Complete within the Contract Time as adjusted by extension of time approved by Commissioner Court, the County will deduct (from the final payment, as liquidated damages), the sum of Three Hundred Dollars (\$300.00) per calendar day that the work remains not Substantially Complete, such sum is agreed upon as a reasonable and proper measure of damages which the County will sustain per day by failure of Contractor to substantially complete work within the Contract Time. It is understood that said sum shall be considered as liquidated damages and shall in no sense be considered as a penalty against the Contractor.

7.0 PERFORMANCE AND PAYMENT BONDS:


The successful bidder must provide to the Office of the County Purchasing Agent, a performance bond and a payment bond, each in the amount of 100% of the total contract sum within ten (10) calendar days after receipt of notification of bid award. Such bonds shall be executed by a corporate surety duly authorized and admitted to do business in the State of Texas and licensed in the State of Texas to issue surety bonds with a Best Rating of "A" or better. Fort Bend County reserves the right to accept or reject any surety company proposed by the bidder. In the event Fort Bend County rejects the proposed surety company, the bidder will be afforded five (5) additional days to submit the required bonds issued by a surety company acceptable to Fort Bend County.

8.0 SPECIFICATIONS:

The awarded contractor shall use a 7-phase process as specified below to provide products and services for approximately 250,000 tax statements including storage of microfilm/fiche of historical data in High Pile Storage with environmentally controlled (air conditioned space) and fire protection.

Phase 1 – Design of laser overlay forms and envelopes

Contractor will provide professional design assistance for the overlay and placement of data on statement format. Statements are to be printed on 8 ½" x 11" , 24# white stock, printed front two (2) color (red and black) and printed back with one (1) color- black screen so as not to bleed through to front. Statements will have a perforation for the coupon. After award of the contract and receipt of the performance bond, the contractor will provide design and format of the statements within seven (7) days for approval by the Tax Office.

Initials of Bidders: 

Contractor will consult with the County's lock box bank operator personnel and Tax Office personnel for standards for optical character reader (OCR) print to be included on the bottom of each document. Fort Bend County's bank depository is Prosperity Bank and the internal lock box vendor is Jaguar. The successful vendor will be given the contact information. Perforation must conform to specifications for scanner tolerance as required by the bank lock box processing. Contractor must work with the bank to test documents prior to printing final statements.

Contractor will also furnish and print required envelopes. These envelopes will be #10, single-window, and white (approximately 250,000) for mail out of statements; #9 green, closed face envelope, printed black ink face, flap and back for the return envelope (approximately 170,000); and 9" x 12" white envelopes for agent mailing with labels for mailing addresses and return addresses (approximately 1,100).

Contractor is required to furnish and print duplex inserts for inclusion with all mailings. The statement insert will be 8-1/2" x 11" black ink, 2 sided (approximately 200,000). Tax payers over 65 will receive a Tax Office letter, 8-1/2" x 11", black ink, 1 sided (approximately 25,000). The contractor will be given the text insert at least 10 days before the mailing is to go out. Approval of proof will be given by Fort Bend County Tax Assessor within two (2) days of receipt of proofs.


Phase 2 – Laser processing of statement

Laser processing on pre-printed statements will be black on two (2) sides with formatted overlay and data. The contractor will receive the tax statement data file in multiple files in ASCII text file format (file and field format to be provided) via CD and/or file transfer protocol (FTP).

Phase 3 – Mail processing

The contractor shall include one (1) copy of the insert with each envelope being prepared for mailing. Contractor must fold statements, insert statements into envelopes, which will be furnished by the contractor, include insert where applicable, and apply correct postage for zip + 4 bar coded first class mail. Postage and other information must be affixed to each envelope and all envelopes delivered to the U. S. Post Office for distribution.

Contractor will postal qualify and U.S. Postal CASS certify the tax statements in groups, based on the number of statements to be combined into a single envelope (i.e. single-owned properties, two properties, three properties, etc.). Postal qualification will provide the lowest postal rate possible for the tax statements using the Carrier Route Code or the U.S. Postal Bar Code or the Zip+4 Code. Fort Bend County will provide the contractor with a credit card to pay for the postage. The contractor must provide the Tax Office with the original postal credit card receipt as well as an invoice. Contractor will prepare the reports and bag tags necessary to obtain optimum postal discounts. If a tax statement requires foreign postage, the contractor shall print the statement and return it to the Tax Office for completion. Contractor is not responsible for stuffing envelopes, affixing postage or mailing foreign statements. The contractor must provide the Tax Office with a postage itemized report within five (5) working days of mail out.

Initials of Bidders: 

Phase 4 - Agent Tax Statements

Contractor to provide the mailing services of the agent statements. Fort Bend County will provide the agent mailing list file, vendor will output to a print file for mailing addresses. Statements to be batched by agent code number.

Phase 5 – CDs, PDF Files, and COLD PDF files.

Contractor is to provide PDF files of all tax statements (i.e. original, over-65, foreign owner, and agent). PDF files will be delivered to the Tax Office FTP. Site and will be readable in Adobe Acrobat. Files will be of a size that is easy to search and will be in account number order.

Contractor must be able to create individual PDF pages using ACT's proprietary indexing technique and is required to upload these files using the Linebarger web service portal.

Contractor is required to provide CD/DVDs, one (1) original and two (2) copies, of the tax roll indexed by account number in a smart search ASCII format.

Phase 6 – Tax Rolls

Contractor must provide duplex laser printing onto GBC spiral paper along with circular binding, colored cover, and custom indexed labeling. Tax Rolls are produced in account number order from a tax roll file. Quantity estimated at 96,500 duplex images and 155 binds. Each book is printed on 8 1/2" x 11" paper with 600 duplex pages. Microfilm of Tax Rolls is to be produced on 16mm film.


NOTE: Tax rolls, CDs of tax rolls, and microfilm must be completed by the contractor by a tentative date of December 1st annually.

Phase 7 – Reminder Notices

Contractor must print and mail reminder notices at a date determined annually per a discussion between the Tax Office and Contractor. Approximately 25,000 statements will be labeled "2015 Reminder Notices". Contractor will provide a PDF. file of the statements and deliver to the Tax office FTP site.

9.0 CONTRACTOR QUALIFICATIONS:

- 9.1 To qualify for bidding on this project, bidder must have been in business at least five (5) years and have prior experience with printing, processing, and mailing of tax statements within the last three (3) years. Bidder must complete questionnaire on pages 17 and 18, and identify the client references for similar jobs in comparable quantities as required in this solicitation.
- 9.2 Contractor may not subcontract or outsource any portion of this contract. All processing, printing, microfilming, mailing and storage must be completed onsite at

Initials of Bidders: 

vendor's facility with no outsourcing or sub-contracting.

9.3 The Pricing/ Delivery Information Sheet must include a list of any "blackout days" for the expected term of this contract and the expected delivery time in workdays per task. "Blackout days" are defined as days reserved for other than the work required by this solicitation.


9.4 **Contractor must also be capable of processing and mailing up to 300,000 statements with insert within a seven (7) calendar day period after receipt of the data tapes from the Tax Office. Contractor must be capable of meeting the following sample schedule:**

Original 2015 Tax Statement Mailed	10/20/2015
Over 65 Taxpayer statements mailed	10/20/2015
Agent Statements Mailed	10/25/2015
Foreign Owner Statements Delivered to Tax Office	10/20/2015
PDF. files of Original, COLD PDF files, Over-65, Agent & foreign Owner statements loaded to Tax Office FTP site (files should be small enough for reasonable-time research)	11/01/2015
Deliver Printed Tax Roll	12/01/2015
CD and Microfilm of Tax Roll	12/01/2015
Reminder Notices Mailed	02/21/2016
PDF. file of Reminder Notices loaded to Tax Office FTP. Site	02/21/2016

9.5 Fort Bend County may, at its sole discretion and anytime during the entire duration of this contract, make unannounced visits to the contractor's facilities during normal business hours for the purposes of audit control of statement mail outs, discussion, inspection or review of processes that might affect the project. Fort Bend County may utilize a Dun and Bradstreet analysis in reviewing bidder's history and qualifications.

10.0 BID QUALIFICATIONS:

A sample of a similar tax statement as described herein, reproduced by the bidder, must be provided with the bid.

Initials of Bidders: 

11.0 QUESTIONNAIRE/REFERENCE SHEET:

General Information

1. Name of company: HOV Services Inc.

2. Address: 11850 Hempstead Hwy, Suite 270
Street
Houston, Texas 77092
City State Zip

3. How long has company been in business (5 years minimum required)? 30

4. What is the address of your printing facility where work on this contract will be completed and hours of operation?

Same as listed above.

Hours of operation - 24/7

5. Has bidder had prior experience with processing, printing, mailing, production of PDF files and migrating to FTP site of tax statements and print, bind and produce microfilm and CDs of the tax roll within the last 3 years as required? Yes No

If Yes, with whom?

a. Client: Gregg ISD

Contact: Michelle Terry

Location: PO Box 761

City: Katy

State: Texas Zip Code: 77492

Telephone: (903) 236-8443 Fax: ()


Quantity of job 225,000

Initials of Bidders: 

b. Client: Fort Bend Central Appraisal District
Contact: Glen Whitehead
Location: 2801 B.F. Terry Blvd.
City: Rosenberg
State: TX Zip Code: 77471
Telephone: (281) 633-4100 Fax: ()
Quantity of job 350,000 Mailed Notices

c. Client: CYPRESS-FAIRBANKS ISD
Contact: David Piwonka
Location: 10494 JONES RD, SUITE 106
City: HOUSTON
State: TX Zip Code: 77065
Telephone: (281) 664-6300 Fax: ()
Quantity of job 225,000

d. Client: Montgomery Central Appraisal District
Contact: Mark Castleschouldt
Location: 109 Gladstell St.
City: Conroe
State: TX Zip Code: 77301
Telephone: (936) 539-8636 Fax: ()
Quantity of job 200,000

Initials of Bidders: 


12.0 POINT OF CONTACT and QUESTIONS:

Point of contact will be Cheryl Krejci, CPPB, Senior Buyer at cheryl.krejci@co.fortbendcountytx.gov. Questions regarding this contract must be emailed to this email address by 9:00 AM, March 26, 2015. Verbal questions are not permitted.

13.0 PRICING:

Pricing: Bidder must complete unit rate column, extended column and total. Quantities are estimates only, Fort Bend County may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs.

Description	Estimated Quantity	Unit Bid Price	Unit	Extended Price
Design and Print 8 ½" x 11" Statements	225,000	\$0.0890	Each	\$ 20,032.00
Design and Print 8 ½" x 11" Reminder Statements	25,000	\$0.0480	Each	\$ 1,200.00
Design and Print 8 ½" x 11" Duplex Inserts	200,000	\$0.0210	Each	\$ 4,200.00
Print 8 ½" x 11" over 65 letter	25,000	\$0.0480	Each	\$ 1,200.00
#10 Window Envelope	200,000	\$0.0190	Each	\$ 3,800.00
#9 Envelope – Green	170,000	\$0.0180	Each	\$ 3,056.00
9" x 12" Envelope	1,100	\$0.0511	Each	\$ 56.00
Mailing Services for Statements and Agents (including over 65 letters)	1	\$150.00	Flat	\$ 150.00
Tax Rolls (quantity is amount of images, 37,500 duplex)	75,000	\$0.0175	Each	\$ 1,313.00
Circular Bind	142	\$4.00	Each	\$ 568.00
CDs (original + 2 copies) and Microfilm (original) of tax roll	1	\$1,725	Each	\$ 1,725.00
COLD System Individual Indexed PDF's	250,000	\$0.0085	Each	\$ 2,125.00
Total				\$ 39,425.00

Initials of Bidders: 

CONTRACT SHEET
BID 15-063

THE STATE OF TEXAS
COUNTY OF FORT BEND

This memorandum of agreement made and entered into on the 14th day of April, 2015,
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by County
Judge Robert Hebert, by virtue of an order of Fort Bend County Commissioners Court, and
HOV Services Inc. (hereinafter designated Contractor).

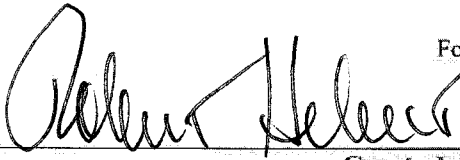
(company name)

WITNESSETH:

The Contractor and the County agree that the bid and specifications for the **Printing and Mailing of Tax Statements** which are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall constitute the full agreement and contract between parties and for furnishing the items set out and described; the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this 30th day of April, 2015.

By:  Fort Bend County, Texas
County Judge Robert E. Hebert

By: 
Signature of Contractor

By: Mark Triette CFO, Americas



COUNTY PURCHASING AGENT
Fort Bend County, Texas

Gilbert D. Jalomo, Jr., CPPB
County Purchasing Agent

(281) 341-8640
Fax (281) 341-8642 or 341-8645

Vendor Information

Federal ID # or S.S #		Dun and Bradstreet # 965243129
Type of Business	<input checked="" type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization	
Legal Company Name	HOV Services Inc.	Year Business was Established <u>1976</u>
Remittance Address	PO Box 142589	
City/State/Zip	Irving TX 75014-2589	
Physical Address	Drawer #9096	
City/State/Zip		
County	<u>Fort Bend County</u> Other: _____	
Phone/Fax Number	Phone: 713-685-8200	Fax: _____
Contact Person	Ivan Trejos	
E-mail	ivan.trejos@hovservices.com	
Special Notes		
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise Certification # _____ <input type="checkbox"/> SBE-Small Business Enterprise Certification # _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business Certification # _____ <input type="checkbox"/> WBE-Women's Business Enterprise Certification # _____ <input type="checkbox"/> MBE-Minority Business Enterprise Certification # _____	
Company's gross annual receipts:	<input type="checkbox"/> < \$500,000 <input type="checkbox"/> \$500,000-\$4,999,999 <input type="checkbox"/> \$5,000,000-\$16,999,999 <input checked="" type="checkbox"/> \$17,000,000-\$22,399,999 <input type="checkbox"/> >\$22,400,000	
NAICs codes (Please enter all that apply).	323, 518	

PLEASE NOTE: W-9 needs to be attached in order to be entered into our system

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. HOV Services Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) 2701 Grauwlyer Road	Requester's name and address (optional)
6 City, state, and ZIP code Irving TX 75061	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[][] - [][] - [][][][]	
OR	
Employer identification number	
[][][][] - [][][][][][][][]	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 3/31/15
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Job No.: _____

TAX FORM/DEBT/ RESIDENCE CERTIFICATION
(for Advertised Projects)

Taxpayer Identification Number (T.I.N.): _____

Company Name submitting Bid/Proposal: HOV Services Inc.

Mailing Address: 11850 Hempstead Hwy, Suite 270 Houston, TX 77092

Are you registered to do business in the State of Texas? Yes No

If you are an individual, list the names and addresses of any partnership of which you are a general partner or any assumed name(s) under which you operate your business

I. **Property:** List all taxable property in Fort Bend County owned by you or above partnerships as well as any d/b/a names. Include real and personal property as well as mineral interest accounts. (Use a second sheet of paper if necessary.)

<u>Fort Bend County Tax Acct. No.*</u>	<u>Property address or location**</u>
_____	_____
_____	_____
_____	_____
_____	_____

* *This is the property account identification number assigned by the Fort Bend County Appraisal District.*
 ** *For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.*

II. **Fort Bend County Debt** - Do you owe any debts to Fort Bend County (taxes on properties listed in I above, tickets, fines, tolls, court judgments, etc.)?
 Yes No If yes, attach a separate page explaining the debt.

III. **Residence Certification** - Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Fort Bend County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that HOV Services Inc. is a Resident Bidder of Texas as defined in Government Code §2252.001.
 [Company Name]

I certify that _____ is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is _____.
 [Company Name] [City and State]