

**HARRIS COUNTY
INVITATION TO BID
Cover Sheet**

Job No. 99/0810

Date Due: **November 16, 1999**
DUE NO LATER THAN 1:00 P.M.

*Bids received later than the date and time
above will not be considered.*

BID FOR: Term Contract for Pick up, Processing, and Delivery of Mail for Harris County (For one year beginning approximately January 1, 2000)

OFFERORS NOTE!!

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples.

Please return bid in the envelope provided or in a comparable size envelope. Be sure that return envelope shows the Job Number, Description and is marked "SEALED BID."

RETURN BID TO:
**HARRIS COUNTY PURCHASING AGENT
1001 PRESTON AVENUE, SUITE 670
HOUSTON, TEXAS 77002**

For additional information, contact Martha Sloan at (713) 755-6387

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Total Amount of Bid: \$ _____

Company Name: _____

Company Address: _____

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

Telephone No. _____ FAX No. _____

Print Name: _____

Signature: _____

[Your signature attests to your offer to provide the goods and/or services in this bid according to the published provisions of this Job. Execution by the County Judge signifies the County's acceptance of your offer and constitutes the formation of a contract, subject to certification of funds and issuance of a purchase order.]

ACCEPTED BY: _____
HARRIS COUNTY JUDGE ROBERT ECKELS

Date: _____

TABLE OF CONTENTS

Items checked below represent components which comprise this bid/proposal package. If the item **IS NOT** checked, it is **NOT APPLICABLE** to this bid/proposal. Offerors are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately.

It is the Offeror's responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your bid packet.

- 1. **Cover Sheet**
Your company name, address, the total amount of the bid/proposal, and your signature (**IN INK**) should appear on this page.
- 2. **Table of Contents**
This page is the Table of Contents.
- 3. **General Requirements**
You should be familiar with all of the General Requirements.
- 4. **Special Requirements/Instructions**
This section provides information you must know in order to properly make an offer.
- 5. **Specifications**
This section contains the detailed description of the product/service sought by the County.
- 6. **Pricing/Delivery Information**
This form is used to solicit exact pricing of goods/services and delivery costs.
- 7. **Attachments**
 - a. **Residence Certification**
Be sure to complete this form and return with packet.
 - b. **Bid Guaranty & Performance Bond Information & Requirements**
This form applies only to certain bids/proposals. Please read carefully and fill out completely.
 - c. **Bid Check Form**
This form applies only to certain forms. Please read carefully and fill out completely.
 - d. **Vehicle Delivery Instructions**
Included only when purchasing vehicles.
 - e. **Minimum Insurance Requirements**
Included when applicable (does not supersede "Hold Harmless" section of General Requirements).
 - f. **Workers' Compensation Insurance Coverage Rule 110.110**
This requirement is applicable for a building or construction contract.
 - g. **Financial Statement**
When this information is required, you must use this form.
 - h. **Reference Sheet**
 - i. **Other**
From time to time other attachments may be included.
 - j. **Questionnaire**

GENERAL REQUIREMENTS{PRIVATE }

READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.

General Requirements apply to all advertised bids, however, these may be superseded, whole or in part, by the SPECIAL REQUIREMENTS/INSTRUCTIONS OR OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your bid package is complete.

GOVERNING LAW

Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Harris 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.

BID FORM COMPLETION

Fill out and return to the Harris County Purchasing Department ONE (1) complete bid form, using the envelope provided. An authorized representative of the offeror should sign the Cover Sheet. The contract will be binding only when signed by Harris County, funds are certified by the County Auditor and or the Hospital District, as applicable, and a Purchase Order issued.

BID RETURNS

Offerors must return all completed bids to the Harris County Purchasing Department reception desk at 1001 Preston Avenue, Suite 670, Houston, Texas **before 1:00 P.M.** on the date specified. Late bids will not be accepted.

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, Harris County's interpretation shall govern.

ADDENDA

When specifications are revised, the Harris County Purchasing Department will issue an addendum addressing the nature of the change. Offerors must **sign and include it in the returned bid package.**

HOLD HARMLESS AGREEMENT

Contractor, the successful offeror, shall indemnify and hold Harris County harmless from all claims for personal injury, death and/or property damage 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.

WAIVER OF SUBROGATION

Offeror and offeror's insurance carrier waive any and all rights whatsoever with regard to subrogation against Harris County as an indirect party to any suit arising out of personal or property damages resulting from offeror's performance under this agreement.

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.

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 check are not acceptable.

TAXES

Harris County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Harris County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Harris County Purchasing Agent.

FISCAL FUNDING

A multi-year lease or lease/purchase arrangement (if requested by the Special Requirements/Instructions), 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 on the last day of the current appropriation of funds. After expiration of the lease, leased equipment shall be removed by the offeror from the using department without penalty of any kind or form to Harris County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the offeror.

PRICING

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **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, drayage 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, offeror MUST indicate the items required and attendant costs or forfeit the right to payment for such items.

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 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.

SUPPLEMENTAL MATERIALS

Offerors 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 offeror 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.

MATERIAL SAFETY DATA SHEETS

Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", a offeror must provide to the County with each delivery, material safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the offeror to furnish this documentation will be cause to reject any bid applying thereto.

NAME BRANDS

Specifications may reference name brands and model numbers. It is not the intent of Harris 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. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Harris County shall act as sole judge in determining equality and acceptability of products offered.

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 upcharges or special handling. Unspecified fabrics or vinyls should be construed as medium grade. If offeror 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.

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 Harris County Purchasing Department and recommendation to Harris 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 Harris County Purchasing Department reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid.

INSPECTIONS

Harris 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 an offeror 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.

TESTING

Harris 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.

DISQUALIFICATION OF OFFEROR

Upon signing this bid document, an offeror offering to sell supplies, materials, services, or equipment to Harris County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, et seq., as amended, 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 offerors. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a offeror and after the bids are opened, one of the bids is withdrawn, the result will be that all of the

bids submitted by that offeror will be withdrawn, however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.

AWARD

Harris 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 offeror, to reject any or all bids. In the event the lowest dollar offeror meeting specifications is not awarded a contract, the offeror may appear before the Commissioners Court or Hospital District Board of Managers, as applicable, and present evidence concerning his responsibility.

ASSIGNMENT

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Harris County Commissioners Court.

TERM CONTRACTS

If the contract is intended to cover a specific time period, the term will be given in the specifications under SCOPE.

MAINTENANCE

Maintenance required for equipment bid should be available in Harris County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the Pricing/Delivery Information form. If Harris 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.

CONTRACT OBLIGATION

Harris County Commissioners Court must award the contract and the County Judge or other person authorized by the Harris County Commissioners Court must sign the contract before it becomes binding on Harris County or the offerors. Department heads are NOT authorized to sign agreements for Harris County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

TITLE TRANSFER

Title and Risk of Loss of goods shall not pass to Harris County until Harris 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. Offerors are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirements/Instructions" section of this bid package and/or on the Purchase Order as a "Deliver To:" address.

WARRANTIES

Offerors shall furnish all data pertinent to warranties or guarantees which may apply to items in the bid. Offerors may not limit or exclude any implied warranties. Offeror warrants that product sold to the County shall conform to the standards established by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event product does not conform to OSHA Standards, where applicable, Harris County may return the product for correction or replacement at the offeror's expense. If offeror fails to make the appropriate correction within a reasonable time, Harris County may correct at the offeror's expense.

PURCHASE ORDER AND DELIVERY

The successful offeror shall not deliver products or provide services without a Harris County Purchase Order, signed by an authorized agent of the Harris County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the offeror in the proper place on the Pricing/Delivery Information form. 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 Harris County without prejudice to other remedies provided by law. **Where delivery times are critical, Harris County reserves the right to award accordingly.**

CONTRACT RENEWALS

Renewals may be made ONLY by written agreement between Harris County and the offeror. Any price escalations are limited to those stated by the offeror in the original bid.

INVOICES AND PAYMENTS

Offerors shall submit invoices in duplicate on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only.

TERMINATION

Harris County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Harris 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 Harris 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.

RECYCLED MATERIALS

Harris 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. Harris County will be the sole judge in determining product preference application.

SCANNED OR RE-TYPED RESPONSE

If in its bid response, offeror either electronically scans, re-types, or in some way reproduces the County's published bid package, then in event of any conflict between the terms and provisions of the County's published bid specifications, or any portion thereof, and the terms and provisions of the bid response made by offeror, the County's bid specifications *as published* shall control. Furthermore, if an alteration of any kind to the County's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

FLOPPY DISK

If offeror obtained the bid specifications on a floppy disk in order to prepare a response, *the bid must be submitted in hard copy* according to the instructions contained in this bid package. If, in its bid response, offeror makes any changes whatsoever to the County's published bid specifications, the County's bid specifications *as published* shall control. Furthermore, if an alteration of any kind to the County's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

YEAR 2000 COMPLIANCE

All products and/or services furnished as part of this contract must be year 2000 compliant. This applies to all computers including hardware and software as well as all other commodities with date sensitive embedded chips.

SPECIAL REQUIREMENTS/INSTRUCTIONS{PRIVATE }

The following requirements and instructions supersede General Requirements where applicable.

1. Application

Should this contract apply to other governmental entities, references to "Harris County" and the "Harris County Commissioners Court" may apply to one or more of the following:

- "Harris County Flood Control District" governed by "Harris County Commissioners Court"
- "Harris County Hospital District" governed by its "Board of Managers"
- "Harris County Community Supervision and Corrections Department" governed by its Standing Committee for Probation Matters"
- "Greater Harris County 9-1-1 Emergency Network" governed by its "Board of Managers"

2. Bid Requirements

Each bidder should submit as a bid this entire ITB, completed where necessary, for example, the ITB cover sheet, the Price Sheets, Residence Certification, etc. Use the envelope provided with the ITB, or a comparable one, clearly indicating on the outside the Job Number, Job Description, and marked "SEALED BID". Harris County shall not be responsible for any effort or cost expended in the preparation of a response to this ITB. All protests should be coordinated through the Purchasing Office prior to award recommendation to Commissioners Court.

3. Delivery

If delivery is required, all items must be packaged so as to be protected from damage during shipping and handling. Any item(s) damaged in shipping must be replaced in kind, or repaired, by the contractor, at the discretion of, and at no additional charge to, Harris County.

4. Payment

Harris County will pay original invoices that clearly itemize the goods and/or services provided as to quantity, part number, description, price, applicable discount (if any), labor charges showing time differential, if applicable and if previously agreed to, and delivery, installation, and set-up costs, if applicable and if previously agreed to. Only charges as stated on the Price/Delivery Information Sheet(s) submitted as a part of the bid will be considered.

Invoices must indicate Harris County or Harris County Hospital District, as applicable, the address to which the product(s) and/or service(s) were delivered, and the applicable purchase order number. Invoices will be matched to delivery tickets prior to payment, therefore, all delivery tickets should have an accurate description of the product(s) and/or service(s).

5. Usage Reports

Harris County reserves the right to request, and receive at no additional cost, up to two (2) times during the contract period, a usage report detailing the products and/or services furnished to date under a contract resulting from this ITB. The reports must be furnished no later than five (5) working days after written request and itemize all purchases to date by Harris County department, description of each item purchased, including manufacturer, quantity of each item purchased, per unit and extended price of each item purchased, and total amount and price of all items purchased.

SPECIFICATIONS

Term Contract for Pick up, Processing, and Delivery of Mail for Harris County
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SCOPE

The intention of this Harris County Invitation To Bid (ITB) is to solicit bids for a term contract to provide the various mailing services, including pick-up, delivery, presort, and other processing services to various Harris County Offices and Departments. The contract will be for one year beginning approximately January 1, 2000. All questions concerning this ITB should be directed to Martha Sloan, Office of the Purchasing Agent, (713) 755-6387.

DESCRIPTION

Contractor shall provide mailing services to and from various Harris County Office/Departments and post offices, as described below, including pick-up, delivery, presort, and other processing tasks, for a one year period beginning approximately January 1, 2000. Contractor will also provide trays and tubs to offices/departments and other postal mailing supplies, for example, certified cards, tags, insured slips, express mailers, and labels.

Contractor will be required to deliver and/or pickup mail, to or from the United States Post Office and other contracted locations, or directly from a Harris County department. The amount of mail, number of trips per day, and times will vary by department. Currently there are about 16 pick-ups and deliveries scheduled Monday through Friday, except Harris County holidays, as well as some weekly and monthly trips. Contractor must have enough personnel to assure coverage of this ITB's schedules. From time to time, there may be an extra or emergency trip, possibly on a holiday but prior arrangements will be made and must be at the itemized service list cost list in the Related Items section. This will not be a "hot shot" service.

For daily mail pick-ups, contractor shall furnish a manifest showing volume of items, date, time of pick-up, and office/department. Both contractor and department representatives shall sign a copy of the manifest. In addition, all items unreadable should be listed on the manifest in detail and returned the next day to the office/department. **A copy of the manifest form to be used by the bidder shall be included in the returned bid package.**

Harris County will provide the estimated postage costs on account for anticipated needs. Contractor will provide two (2) daily statements to each department showing postage usage. The first statement will be a detailed report showing the number of pieces, the type (i.e. letters, flats cards and parcels etc.), weight and amount of postage applied for mailed items. The second statement will be usage report by date with an actual meter reading listing beginning and ending usage with volume report. The contractor will be responsible for any discrepancies between the two reports as well as for any metering mistakes. Credits will be given as appropriate.

Contractor will provide the lowest possible first class rates allowed by law by using First Class Presort or Carrier Route unless mail is preprinted with permit. The contractor shall submit invoices monthly detailing charges by department. Upon request, the contractor shall provide a monthly report by department; listing total volume of mail processed daily. Prices on the Pricing/Delivery Sheets shall be all inclusive and no other charges will be allowed, except for federally approved postage rate increases, which may be passed to the County. **Bidder shall include a sample invoice in the returned bid package.**

Mailing tasks by office/department include:

1. County Clerk's Office Mail

a. Incoming

1. By 7:00 AM daily, pick up and deliver mail from Barbara Jordan Post Office, Franklin Street, to 1001 Preston, 5th floor.
2. By 10:00 AM daily, pick up and deliver mail from Sam Houston Finance Unit, 701 San Jacinto, to 1001 Preston, 4th floor.

b. Outgoing/Processed

1. By 10:00 AM daily, pick up, presort, and deliver approximately 1,155 pieces of pre-metered mail daily, or 288,750/year, from 1001 Preston, 5th floor, by 10:00 AM to the post office for same day processing.
2. By 6:15 PM daily, pick up, presort, and deliver approximately 1,155 pieces of pre-metered mail, or 288,750/year, from 1001 Preston, 5th floor, to the post office for same day processing.

2. District Clerk's Office Mail

a. Incoming

1. By 6:15 AM daily, pick up and deliver mail from Barbara Jordan Post Office, Express Station and Certified Station, caller box 4651, Franklin Street, to District Clerk's mailroom at 1019 Congress.
2. By 8:15 AM daily, pick up and deliver mail from Sam Houston Carrier Annex, 1500 Hadley, for District Clerk Offices located at 301 Fannin, 301 San Jacinto, and 1019 Congress. Then, pick up from Barbara Jordan Post Office on Franklin Street from Caller Box 4651, Express Station and Certified Station and deliver to the District Clerk's Mailroom at 1019 Congress.
3. By 10:30 AM daily, pick up and deliver mail from Sam Houston Finance Unit, 701 San Jacinto to District Clerk's Offices, 301 Fannin, 4th floor, Subscriber Access, and to 301 San Jacinto, 1st floor, Criminal Collection Department.

b. Outgoing/Processed

1. By 11:00 AM daily, pick up, process, and deliver child support checks from 1115 Congress to post office for same day processing. Processing of the approximately 1,824 checks daily, or 456,000 annually, includes bursting, folding, inserting, metering, and presorting.
2. By 1:30 PM daily, pick up, process, and deliver various mail pieces from 1019 Congress to the post office for same day processing. Processing of approximately

722 pieces daily, or 180,700 pieces annually, includes weighing, metering, and presorting of 4 1/2" x 6" court notice cards, accounting bills, trust fund mailings, letters, and flats. Processing of approximately 156 pieces daily, or 39,000 annually, includes weighing, sealing, metering and presorting. Total yearly pieces of mail to be handled are approximately 219,700.

3. By 4:30 PM daily, pick up, process, and deliver various mail pieces from 1019 Congress to the post office for same day processing. Processing of approximately 722 pieces daily, or 180,700 pieces annually, includes weighing, metering, and presorting of 4 1/2" x 6" court notice cards, accounting bills, trust fund mailings, letters, and flats. Processing of approximately 156 pieces daily, or 39,000 annually, includes weighing, sealing, metering and presorting. Total yearly pieces of mail to be handled are approximately 219,700.

3. **Tax Assessor and Collector's Office Mail**

- a. **Incoming** – By 7:30 AM daily, pick up and deliver the contents of five (5) post office boxes and other mail from Barbara Jordan Post Office, Franklin Street, and Sam Houston Annex, La Branch Street, to 1001 Preston, 3rd floor.

b. **Outgoing/Processed**

1. By 1:30 PM daily, pick up, process, and deliver various mail pieces from 1001 Preston, 3rd floor, to the post office. Processing includes presorting of approximately 1,200 permit pre-printed voter registration cards daily, or 300,000 annually, and approximately 432 pre-metered tax receipts daily, or 108,000 annually. Processing also includes weighing, metering, and presorting approximately 1,898 daily or 474,500 annually, miscellaneous mail pieces, including letters and flats. Total yearly pick up is approximately 882,500 pieces.
2. By 4:30 PM daily, pick up, process, and deliver various mail pieces from 1001 Preston, 3rd floor, to the post office. Processing includes presorting of approximately 1,200 permit pre-printed voter registration cards daily, or 300,000 annually, and approximately 432 pre-metered tax receipts daily, or 108,000 annually. Processing also includes weighing, metering, and presorting approximately 1,898 daily or 474,500 annually, miscellaneous mail pieces, including letters and flats. Total yearly pick up is approximately 882,500 pieces.

4. **Treasurer's Office Mail**

a. **Outgoing/ Processed**

1. By 4:15 PM daily, pick up, presort, and deliver approximately 528 per day or 132,000 per year, pre-metered letters and checks from 1001 Preston, 6th floor, to post office for same day processing.
2. By 10:00 AM every Thursday, pick up, presort, and deliver approximately 3,230, or 168,000 per year pre-metered letters and checks from 1001 Preston, 6th floor, to post office for same day processing.

5. **Toll Road Authority Mail**

a. **Outgoing/Processed**

1. By 3:00 PM daily, pick up, process, and deliver 8 ½” x 11” single sheets from 330 Meadowfern, Suite 114, Houston, TX, 77067 to post office for same day processing. Processing includes metering and presorting of approximately 1,450 sheets daily, rebill notices, or 360,000 annually. Tri-folding and inserting in county-furnished #10 window envelopes. The contractor will store a sufficient quantity of #10 envelopes to use when needed. (Allowing at least 15 working days, it will be the responsibility of the contractor to notify the county so that an ample supply of envelopes is always available.)
2. By 3:00 PM daily, pick up, process, and deliver applications and maps from 330 Meadowfern, Suite 114, Houston, TX, 77067 to post office for same day processing. Processing includes metering and presorting approximately 150 pre folded and tabbed pieces daily, or 37,500 annually.
3. By 3:00 PM daily, pick up, process, and deliver EZ Tag padded, bubble mailers from 330 Meadowfern, Suite 114, Houston, TX, 77067 to post office for same day processing. Processing includes metering and presorting of the approximately 250-300 pieces daily, or 68,750 annually.
4. By 3:00 PM daily, pick up, process, and deliver various mail from 330 Meadowfern, Suite 114, Houston, TX, 77067 to post office for same day processing. Processing of approximately 800 pieces daily, or 200,000 annually, includes weighing, metering, and presorting.
5. On or about the 15th, by 3:00 monthly pick up, process, and deliver 8 ½” x 11” single sheets from 330 Meadowfern, Suite 114, Houston, TX, 77067 to post office for same day processing. Processing includes metering and presorting of the approximately 30,000 to 40,000 pieces, credit card expiration date notices, or 420,000 annually. Tri-folding and inserting in county-furnished #10 window envelopes. The contractor will store a sufficient quantity of #10 envelopes to use when needed. (Allowing at least 15 working days, it will be the responsibility of the contractor to notify the county so that an ample supply of envelopes is always available.)

6. **Precinct #1 Mail, Outgoing/Processed Mail**– Quarterly label, presort, and deliver approximately 40,000 newsletters (One-to-One) or 160,000 annually, to post office for processing. (Newsletters to be provided to contractor by printer.)

7. **Precinct #4 Mail, Outgoing/Processed Mail**

- a. Quarterly label, presorts, and delivers approximately 10,000 newsletters (Parkscape) 40,000 annually, to post office for processing. (Newsletters to be provided to contractor by printer.)
- b. Semi-annually label, presort, and deliver approximately 18,000 newsletters (Update) 36,000 annually, to post office for processing. (Newsletters to be provided to contractor by printer.)

RELATED ITEMS

Contractor must offer pricing for the additional services listed in the Pricing/Delivery Information Section which may require addition to the pick up, delivery and processing specifically detailed herein. Though the “related service items” offered may be considered during the award recommendation, and/or may be made a part of a subsequent contract, if any, with Harris County, the affect of these related items cannot be extended and totaled in determining the lowest bidder since estimated usage is unknown. The pricing will be all-inclusive, no other charges will be allowed. **Purchases by Harris County of related service items should not exceed 20% of the total annual purchases under the contract.**

CONTRACTOR QUALIFICATIONS

Certain mail processing functions may be required by Harris County to be performed off-site, including check signature applications. Therefore, the contractor must have the equipment to apply signatures, automated mail reading equipment, and adequate security, surveillance and a locked, secured location with limited personnel access for signature plates, and any other sensitive materials as the law mandates. Harris County reserves the right to approve any security arrangements which will be required relating to off-site functions. Harris County will be the sole judge as to whether equipment and security are acceptable.

Contractor will have FASTforward software and hardware to aid in processing all outgoing mail. Contractor must be able to scan and read all mail and apply proper bar-coding to allow the County to receive lowest possible first class presort rate or Carrier Route available by law. Contractor will insure that the County's mail will be processed and grouped to receive the lowest rates.

Contractor must have postal equipment and sufficient personnel to operate the equipment and complete all pick up and deliveries at the assigned times. Harris County will be the sole judge and may require an on-site visit of contractor's business at any time, before and or after award is made.

Contractor will be required to furnish an insurance policy in the amount of \$1,000,000.00 for the loss of valuable papers. Contractor will be responsible for obtaining any permits required at no charge to Harris County. Contractor will be Y2K compliant with the United States Postal Service.

Attachment a, Residence Certification, must be completed and returned with the bid. Evidence of insurance, as required by attachment e. as well as the \$1,000,000.00 valuable paper loss coverage, must be included with the bid and maintained through the life of the contract. Attachment h, Reference Sheet, must be completed and returned with the bid, identifying five (5) references to which contractor has provided similar type of pick up, processing, and delivery services as described in this ITB for at least 300,000 pieces of mail per month. Attachment j., Questionnaire Sheet, must be completed and submitted with this ITB.

PRICING/DELIVERY INFORMATION

I. Pricing Matrix: Bidder must complete open boxes to the right of the double vertical lines. Quantities are estimated, Harris County may require more or less; to add or delete departments. In case of discrepancy between unit and extended pricing, unit pricing will govern. This ITB may be awarded by group or overall, as best serves Harris County.

				Bidder:	
Item	Description	QTY	UM	\$/UM	\$ EXT.

1	COUNTY CLERK'S OFFICE						
a1	7:00 AM Incoming Mail	250	Trip				
a2	10:00 AM Incoming Mail	250	Trip				
b1	10:00 AM Outgoing/Processed Mail	288,750	Each				
b2	6:15 PM Outgoing/Processed Mail	288,750	Each				
	Subtotal						
2	DISTRICT CLERK'S OFFICE						
a1	6:15 AM Incoming Mail	250	Trip				
a2	8:15 AM Incoming Mail	250	Trip				
a3	10:30 AM Incoming Mail	250	Trip				
b1	11:00 AM Outgoing/Processed Support Checks	456,000	Each				
b2	1:30 PM Outgoing/Processed Mail	219,700	Each				
b3	4:30 PM Outgoing/Processed Mail	219,700	Each				
	Subtotal						
3	TAX ASSESSOR AND COLLECTOR'S OFFICE						
a	7:30 AM Incoming Mail	250	Trip				
b1	1:30 PM Outgoing/Processed Mail	882,500	Each				
b2	4:30 PM Outgoing/Processed Mail	882,500	Each				
	Subtotal						
4	TREASURER'S OFFICE						
a1	4:15 PM Daily Outgoing/Processing Mail	132,000	Each				
a2	10:00 AM Thursday Outgoing/Processing Mail	168,000	Each				
	Subtotal						
5	TOLL ROAD AUTHORITY						
a1	3:00 PM Outgoing/Processed Mail, Rebill Notices	360,000	Each				
a2	3:00 PM Outgoing/Processed Mail, applications and maps	37,500	Each				
a3	3:00 PM Outgoing/Processed Mail, EZ tags	68,750	Each				
a4	3:00 PM Outgoing/Processed Mail, various	200,000	Each				
a5	3:00 PM Monthly Outgoing/Processed Mail, Credit Card Exp. Notices	420,000	Each				
	Subtotal						
6	PRECINCT 1 - Outgoing/Processed, One-to-One Newsletter			160,000	Each		
7	PRECINCT 4						
a1	Outgoing/Processed, Parkscape Newsletter	40,000	Each				
a2	Outgoing/Processed, Update Newsletter	36,000	Each				
	Subtotal						
	GRAND TOTAL						

PRICING/DELIVERY INFORMATION continued

RELATED ITEMS PRICING MATRIX

	DESCRIPTION	QTY	UM	UM/\$
1a	Metering and with FASTforward	1 to 1,000	EA	
1b	Metering and with FASTforward	1,001 to 20,000	EA	

1c	Metering and with FASTforward	20,001 to 50,000	EA	
2a	Manual Labeling	1 to 1,000	EA	
2b	Manual Labeling	1,001 to 20,000	EA	
2c	Manual Labeling	20,001 to 50,000	EA	
3a	Automated Labeling	1 to 1,000	EA	
3b	Automated Labeling	1,001 to 20,000	EA	
3c	Automated Labeling	20,001 to 50,000	EA	
4a	Manual Folding	1 to 1,000	EA	
4b	Manual Folding	1,001 to 20,000	EA	
4c	Manual Folding	20,001 to 50,000	EA	
5a	Automated Folding	1 to 1,000	EA	
5b	Automated Folding	1,001 to 20,000	EA	
5c	Automated Folding	20,001 to 50,000	EA	
6a	Manual Sorting	1 to 1,000	EA	
6b	Manual Sorting	1,001 to 20,000	EA	
6c	Manual Sorting	20,001 to 50,000	EA	
7a	Automated Sorting	1 to 1,000	EA	
7b	Automated Sorting	1,001 to 20,000	EA	
7c	Automated Sorting	20,001 to 50,000	EA	
8a	Manual Inserting	1 to 1,000	EA	
8b	Manual Inserting	1,001 to 20,000	EA	
8c	Manual Inserting	20,001 to 50,000	EA	
9a	Automated Inserting	1 to 1,000	EA	
9b	Automated Inserting	1,001 to 20,000	EA	
9c	Automated Inserting	20,001 to 50,000	EA	
10a	Manual Collating	1 to 1,000	EA	
10b	Manual Collating	1,001 to 20,000	EA	
10c	Manual Collating	20,001 to 50,000	EA	
11a	Automated Collating	1 to 1,000	EA	
11b	Automated Collating	1,001 to 20,000	EA	
11c	Automated Collating	20,001 to 50,000	EA	
12a	Manual Bursting	1 to 1,000	EA	
12b	Manual Bursting	1,001 to 20,000	EA	
12c	Manual Bursting	20,001 to 50,000	EA	
13a	Automated Bursting	1 to 1,000	EA	
13b	Automated Bursting	1,001 to 20,000	EA	
13c	Automated Bursting	20,001 to 50,000	EA	

II. RENEWAL

If requested by the Harris County Office of the Purchasing Agent, and approved by Commissioners Court, contractor agrees to renew this contract for the time periods indicated below under the same terms, conditions, and pricing as the original contract.

Renewal Year 1 (2001) Yes No

Renewal Year 3 (2003) Yes No

Renewal Year 2 (2002): Yes No

Renewal Year 4 (2004): Yes No

Minimum Insurance Requirements

- The contractor shall, at all times during the term of this contract, maintain insurance coverage with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.
- All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.
- Upon request, certified copies of original insurance policies shall be furnished to Harris County.
- The County reserves the right to require additional insurance should it be deemed necessary.

- A. Workers' Compensation (with Waiver of subrogation to Harris County) Employer's Liability, including all states, U.S. Longshoremen, Harbor Workers and other endorsements, if applicable to the Project.

Statutory, and Bodily Injury by Accident: \$100,000 each employee. Bodily Injury by Disease: \$500,000 policy limit \$100,000 each employee. Harris County shall be named as "additional insured" on workers' compensation policy.

- B. Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability, Personal and Advertising Injury Liability and where the exposure exists, coverage for watercraft, blasting collapse, and explosions, blowout, cratering and underground damage.

\$300,000 each occurrence Limit Bodily Injury and Property Damage Combined \$300,000 Products-Completed Operations Aggregate Limit \$500,000 Per Job Aggregate \$300,000 Personal and Advertising Injury Limit. Harris County shall be named as "additional insured" on commercial general liability policy.

- C. Automobile Liability Coverage:

\$300,000 Combined Liability Limits. Bodily Injury and Property Damage Combined. Harris County shall be named as "additional insured" on automobile policy.

Revised 7/97

References- Five companies which you handle 300,000 pieces per month with similar pick up and Deliveries as defined in this ITB.

1 Company Name: _____
Company Address: _____
Street
City State Zip
Contact: _____ Title: _____
Telephone Number: __ (____) _____

2 Company Name: _____
Company Address: _____
Street
City State Zip
Contact: _____ Title: _____
Telephone Number: __ (____) _____

3 Company Name: _____
Company Address: _____
Street
City State Zip
Contact: _____ Title: _____
Telephone Number: __ (____) _____

4 Company Name: _____
Company Address: _____
Street
City State Zip
Contact: _____ Title: _____
Telephone Number: __ (____) _____

5 Company Name: _____
Company Address: _____
Street
City State Zip
Contact: _____ Title: _____
Telephone Number: __ (____) _____

QUESTIONNAIRE

Please complete all blanks appropriately and return with the bid packet.

General Information

1. Name of company _____
2. Address: _____
Street

City State Zip
3. How long has company been in business? _____
4. Contractor has FASTforward software and hardware capabilities. Yes No
5. Contractor will utilize FASTforward on all Harris County outgoing mail. Yes No
6. Contractor will insure that Harris County is given lowest possible first class presort postage rates the Federal law allows. Yes No
7. Contractor to allow other Harris County departments to utilize this contract. Yes No
8. Contractor will allow extra pick ups and deliveries when requested. Yes No
9. Contractor will provide insurance policies for \$1,000,000, r the loss of valuable paper.
Yes No
10. Contractor will provide a copy of the manifest form to use for this contract. Yes No
11. Contractor will provide sample copy of the invoice to be used for this contract Yes No
12. Contractor will have enough personnel to cover the daily pick up and delivery schedule.
Yes No
13. Contractor has included evidence of insurance, required by attachment e. Yes No