



**TRAVIS CENTRAL APPRAISAL DISTRICT
2020-24: REQUEST FOR PROPOSAL
PROFESSIONAL PRINTING SERVICES**

PROPOSAL DUE DATE: Tuesday, January 5, 2021 at 2:00 p.m. (CST)

ISSUED BY: TRAVIS CENTRAL APPRAISAL DISTRICT- FINANCE DEPARTMENT

Travis Central Appraisal District is accepting qualification statements for the following project:

The Travis Central Appraisal District is accepting sealed proposals for professional printing services until 2:00 p.m. on January 5, 2021.

A copy of the RFP package in its entirety is available on the Travis Central Appraisal District website at <https://www.traviscad.org/reports-request/> under the Financial Reports tab.

Responses shall be mailed or hand delivered in a sealed envelope marked on the outside "2020-24: RFP for Printing Services- DO NOT OPEN" prior to 2:00 p.m. on Tuesday, January 5, 2021. All proposals received prior to the closing date and time will be opened and read publicly at 3:00 p.m. on Tuesday, January 5, 2021.

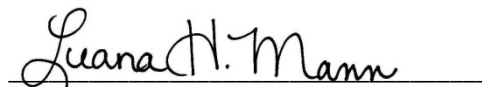
Responses can be mailed to:

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
P.O. Box 149012
Austin, Texas 78714-9012

Responses can be hand delivered to (NOTE: Due to COVID-19, TCAD is closed to the public. Please leave the package in the drop box in front of the building and follow-up with an e-mail to Lmann@tcadcentral.org as notice that you put your response in the drop box. Drop Box documents will be collected promptly at 2:00 p.m. on January 5, 2021):

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
850 E. Anderson Lane
Austin, TX 78752

TCAD reserves the right to reject any or all qualification statements and to waive technicalities or formalities, and to accept the response which the District determines to be most qualified. The District may determine no action, and reserves the right to do so. Qualification statements submitted after the deadline date will not be considered.



Leana H. Mann, CGFO
Director of Operations
Travis Central Appraisal District

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Section 1: General Information & Requirements

1.1 General Information

Pursuant to the provisions of Chapter 252, Texas Local Government Code, the Travis Central Appraisal District is seeking qualified companies to submit proposal responses for professional printing and mailing services ("Consultant"). The Travis Central Appraisal District ("TCAD") is seeking a qualified consultant to perform printing services for notices of appraised value (NOAV) and other notices as required by the Texas Property Tax Code and the associated mailing services for these print jobs.

This Request for Proposal (RFP) contains information and instructions to enable interested proposers to prepare and submit a proposal and describes the terms and conditions that the successful Consultant will be expected to accept as part of the performance of the Contract.

1.2 Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et. Seq.*) after the solicitation is completed. The District strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.

1.3 Clarifications and Interpretations

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be posted on the District's website at <https://www.traviscad.org/reports-request/> under the Financial Reports tab as an addendum. It is the responsibility of the respondents to obtain this information. All addenda issued by the District prior to the proposal due date are considered to be incorporated herein by reference. The deadline for the District to issue addenda statements is Wednesday, December 30, 2020. Interpretations or clarifications in any other form, including oral statements, will not be binding on the District and should not be relied on in preparing proposals. Award information will be issued by the Travis Central Appraisal District via e-mail directly to the qualified respondent. A courtesy e-mail will be sent to all other respondents who are not selected.

1.4 Proposal Submission

All proposals must be received **at the address specified prior to the deadline**. The District will not consider any response to this solicitation that is not received at the address specified by the deadline.

DEADLINE AND LOCATION: The District will receive proposals up to the time and date at the location described below:

Tuesday, January 5, 2021 at 2:00 p.m.

Mail to:

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
P.O. Box 149012
Austin, TX 78714-9012

Hand Deliver to:

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
850 E. Anderson Lane
Austin, TX 78752

Responses shall be mailed or hand delivered in a sealed envelope marked on the outside **"2020-24: RFP for Professional Printing Services- DO NOT OPEN"**. A contact name, return address and e-mail address for the respondents contact person must be included. Respondents should submit three (3) identical copies of the qualifications.

1.5 Point of Contact

The District designates the following person as its representative and point of contact for this RFP. Respondents shall restrict all contact with the District and direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications to the point-of-contact person:

Leana H. Mann, Director of Operations
PO Box 149012
Austin, TX 78714-9012
(512) 834-9317 Ext. 405
Lmann@tcadcentral.org

All questions and requests for clarifications must be received by 2:00 p.m., Monday, December 28, 2020.

1.6 General Terms, Conditions & Requirements for Solicitations

This Request for Proposal shall be governed by the following documents unless an exception is otherwise taken within this Solicitation.

- Section 252 of the Texas Local Government Code (reference only)
- Travis Central Appraisal District Finance Policy (reference only)
- General Terms and Conditions (reference only)

The term of the initial contract will be for one (1) year, with the option to renew for two additional twelve (12) month periods.

1.7 District's Reservation of Rights

The District reserves the right to divide the project into multiple parts, to reject any and all qualifications and re-solicit for new qualifications, or reject any and all submissions and temporarily or permanently abandon the Project. The District makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

1.8 Reimbursement of Cost

Respondents acknowledge and accept that any costs incurred from the respondent's participation in this RFP shall be at the sole risk and responsibility of the respondent.

1.9 Eligible Respondents

Only individuals, companies, or lawfully formed business organizations may apply. This does not preclude a respondent from using consultants. The District will contact only the individual firm or formal organization that submits a proposal.

1.10 Disclosure of Interested Parties

Respondent represents and warrants that if selected for award of a contract as a result of the Solicitation, Respondent will submit to Agency a Certificate of Interested Parties prior to contract execution in accordance with Section 2252.908 of the Texas Government Code.

1.11 Prohibition on Contracts with Companies Boycotting Israel

Respondents are advised that Texas Government Code, Section 2270.002 prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

1.12 Lobbying Prohibition

Respondent represents and warrants that Agency's payments to Respondent and Respondent's receipt of appropriated or other funds under the contract are not prohibited by Sections 556.005 or 556.0055 of the Texas Government Code.

Section 2: Summary Information

2.1 Historical Background

The Travis Central Appraisal District was created under the 66th Texas State Legislature in 1979 under the provisions of Senate Bill 621 known as the Property Tax Code. The District is responsible for the appraisal of property subject to ad valorem taxation in Travis County, Texas. The District is governed by a board of nine directors serving two year terms, plus a tenth statutorily designated non-voting member who is the County Tax Assessor-Collector. Travis County appoints two board members, Austin ISD appoints two board members, City of Austin appoints two board members, and Austin ISD and City of Austin appoint one board member together. The remaining two board members are appointed by a vote of the eastern and western taxing entities within Travis County.

The District was formed in 1981 and formally began operations in 1982, pursuing its mission to provide accurate appraisal of all property in Travis County at one hundred percent of market value, equally and uniformly, in a professional, ethical, economical and courteous manner, working to ensure that each taxpayer pays only their fair share of the property tax burden. As stipulated under the Texas Property Tax Code, the District serves the citizens and taxpayers of Travis County and the taxing entities which lie within Travis County.

2.2 Project Description and Scope

The District is seeking a qualified consultant to provide professional printing and mailing services. The vendor selected must show workers compensation insurance per statutory requirements (Exhibit E). Respondents must provide a price for the initial contract year, and a price for each year under the optional renewal. Specifications regarding the current printing and mailing services for the District are provided in Section 3 of this document.

The Texas State Legislature has enacted into law in previous years substantial and significant changes concerning requirements for various notifications to taxpayers. These changes for Appraisal Districts can be a significant change to notice form design which might require additional programming. As part of the proposal, the District requests that all proposers state a summary of previous Appraisal District experience and their ability to timely perform concerning the changes needed to comply with legislative mandates, quality printing, and the subsequent mailing of the appraisal notices. Proposer's stated history of prior successful experience with notice printing, sorting and mailing, and all other aspects of this quote, will be an important factor in the District's recommendation to the Board of Directors for awarding a contract to the proposer who provides the "best value" to the District.

**Changes are pursuant to the
Texas State Legislature and are REQUIRED. Failure to implement
Legislatively mandated changes are grounds for
immediate termination of the contract as well as the
ability for TCAD to recover any cost associated
with finding a new vendor.**

2.3 Project Schedule

RFP Released	12/17/2020
RFP Clarification Request Deadline	12/28/2020
RFP Addenda Deadline	12/30/2020
RFP Submittal Deadline	1/5/2021
Responses submitted to the Board of Directors	1/7/2021
Agreement Execution (no later than)	1/31/2021
Contract begins	2/1/2021

Other project deadlines and schedule details will be discussed and outlined in the contract agreement.

2.4 General Conditions

All respondents shall agree to the following conditions:

- A. The original proposal and two (2) copies shall be delivered in a sealed envelope marked **"2020-24: RFP for Printing Services- DO NOT OPEN"** on or before 2:00 p.m., Tuesday, January 5, 2021, to Leana H. Mann, Director of Operations for the Travis Central Appraisal District. Requests for extension of the closing date or time will not be granted. Only proposals with the required documentation will be considered. Proposals arriving late will not be considered. Proposers should allow sufficient mailing or transportation time to insure the timely receipt of the proposal.
- B. All proposals, attachments to, and/or documents submitted with a proposal must be signed by an individual who is authorized to act on behalf of the proposer.
- C. Any company or corporation conducting business with TCAD shall be on file with the Secretary of State of Texas and certified to do business in this state.
- D. Respondents agree by submissions of their proposal that they have reviewed the RFP documents and instructions and accept the requirements.
- E. Each proposal shall be prepared in a simple manner and provide straightforward, concise delineation of the responder's ability to satisfy the requirements of the RFP.
- F. Respondents desiring to submit proposals in response to this request must comply with all mandatory submission requirements set out in this document. Failure to comply with any part of the request may subject the response to immediate rejection.
- G. Any inquiries from parties concerning this RFP and its requirements shall be submitted in writing (e-mail is acceptable) to: Leana H. Mann, Travis Central Appraisal District, P.O. Box 149012, Austin, Texas 78714-9012 or at Lmann@tcadcentral.org.
- H. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any decision with a TCAD employee. Only those communications that are in writing from TCAD shall be considered as a duly authorized expression of TCAD.

2.5 Pre-Proposal Conference

No pre-proposal conference will be held.

2.6 Competitive Selection

The method to be used to select the consultant is detailed in Texas Local Government Code, Section 252.

- This is a negotiated procurement.
- In making the determination, the District shall consider the Proposer’s technical expertise and experience, the proposed fees/costs, the proposer’s references and record of responsibility, and any other relevant factor that the District deems necessary.
- The District reserves the right to retain all Proposal responses for a period of forty-five (45) days after the opening date for examination and comparison.

2.7 Criteria Used for Selection

Proposals will be evaluated based on the following criteria:

Criteria	Weighted Value
Experience and References	15
Prior experience with Appraisal District's in Texas for printing of Notices of Appraised Value	25
Price	20
Compatibility with the District's software	20
Prior relationship with the District (if any)	20

2.8 Availability of Funds

In the event that sufficient funds are not available for the project, the District reserves the right to negotiate the scope of this contract, delay implementation, reject all proposals, or award another type of contract other than that required by the RFP.

2.9 Award of Contract

Upon successful negotiations between the District and the selected proposer, the parties will be required to enter into a written Agreement with the Travis Central Appraisal District. All scopes of work related to the project shall be governed by the executed agreement.

2.10 HB 1295 Requirements

This procurement falls under the requirements of HB1295 (Government Code Section 2252.908). The awarded Contractor will be required to complete and submit form 1295. The form along with instructions are available on the Texas Ethics Commission website at <https://www.ethics.state.tx.us/filinginfo/1295/>.

2.11 Notice of Appraised Value

- Data will be provided as input stream to be merged with the form. The preferred method of data exchange is FTP server. The vendor would be responsible for the FTP server. Data input stream is a txt file that must be merged correctly for each form. Data may also be exchanged via CD/DVD. A sample data file is included as an addendum to this RFP and should be used to generate the sample notices required in the response.
- Form length varies from 6 to 10 pages and the vendor must be able to handle both form lengths within a single data stream.
- Pages 1-6 includes standard and variable data that is specific to each property. All variable data must be aligned to fit within the boundaries of the appropriate square. Page 7-8 includes a color insert that is required to be printed in color. Page 9-10 includes standard documents provided by the Comptroller's office.
- **Position of 3 of 9 barcode is essential to future forms processing and must be placed exactly in the same position as the sample.**
- The vendor must provide samples of the printed forms for forms processing testing of the barcode. The sample must pass forms processing testing.
- A two-page insert "Taxpayers Rights and Remedies" is to be included in **ALL** Notice of Appraised Value envelopes. This document is printed in black and white ink, duplex, legal size paper. It is the vendor's responsibility to provide this form with the Notices of Appraised Value mailing. The current version of Taxpayers Rights and Remedies is included as page 9-10 of the sample notice of appraised value.
- Vendor shall coordinate data specifications, format, and laser system programming requirements with the District's IT department. Vendor is to provide proofs of all documents to the District's IT department for approval prior to printing. Proofs may be provided via email and/or FTP. The vendor shall correct any errors or omissions noted and return to the District for final approval.
- Four (4) types of notices are generated in a single data stream: 25.19A (Standard), 25.19H (Market no increase; assessed increase), 25.19CA2 (Notice with a Penalty) and 25.19EN1 (Standard Notice sent to an agent). The vendor must be able to identify the type of notice based on indicators in the data and print the appropriate notice.
- **Standard notices** should be grouped based on the owner ID in the data stream, and all notices for a given owner should be put in a single envelope. Standard notices are ten pages.
- **Colored Insert.** A full color insert is included with the notice as pages 7-8.
- TCAD may make changes to the wording in the sample form provided.
- Vendor must print Notice of Appraised Value 25.19's with a 3 of 9 barcode with selected data. The bar code will be tested for validity and it must pass for the proposal to be accepted. Positioning of the bar code is **very important**. You must print the complete form. Offset printing will not allow this positioning to work.
- **The District reserves the right to change the Notices of Appraised Value from year to year. If changes are made, the District will negotiate the contract changes with the selected vendor for each required change.**
- All envelopes are ordered by the vendor and invoiced to the District.

Section 3: Content of Submittal

- All quantities and materials are estimates based upon previous year processing records and future projections. Actual quantities to be processed may be more or less than those indicated in these specifications.
- All materials must be processed and metered at the first class postal rate. However, all USPS postage discounts available (i.e., presort) must be taken and that savings passed on to the District.
- All processing charges (i.e., printing, folding, inserting, metering, sorting, handling, etc.) are to be included in each quote.
- All materials processed must be expeditiously delivered to an appropriate USPS acceptance point on the same day as that of the postmark and at no additional expense to the District.
- In the event that any of the materials are damaged or destroyed during processing, they must be replaced.
- The proposed postal rate is requested on the response sheets so that the District staff may use this information for postage cost projections.
- Vendor must provide CASS certificate 3553 to the U.S. Postal Service as well as all documentation necessary to present forms within the mailing quote for mail pieces at the rates claimed. We currently CASS and NCOA certify our addresses quarterly.
- The District reserves the right to negotiate with the successful vendor(s); the costs associated with the processing of miscellaneous mailing jobs that may not be included in these specifications should the need arise. A separate purchase order will be issued for these items as they occur.
- All mailing should be merged into one envelope when same name/same address are present. You can use the Owner ID number to identify multiples.
- Travis Central Appraisal District will produce Notice of Appraised Value data and send this file to the vendor in compliance with section 25.19 of the Texas Property Tax Code. This will be around April 1, 2021. The specific date that the data will be transmitted will be communicated at least 30 days before the data transfer.
- Each prospective vendor must provide three or more references providing successful Appraisal District Printing and Mailing services within the last five-year period.
- The awarded vendor will generate samples from final data provided by the District prior to this production requirement. These samples must be presented for review and verification by the District's Chief Appraiser. Changes to the form and/or data stream are possible up to the initial printing date. The vendor must have programming capability to handle the data stream and merge to the form. Vendor will have to create the form from the samples provided.

Section 4: Content of Submittal

Each response shall be submitted as outlined in this section. Please include an outside cover and /or first page, containing the section name. A table of contents should be shown first, followed by dividers separating each of the following sections.

3.1 CRITERIA ONE: Company Information

- Provide a statement of interest for the Project, including a narrative describing the company and project team's unique qualifications as they pertain to this project.
- Provide the following information for the firm:
 - Legal name of the company as registered with the Secretary State of Texas
 - Address of principal office
 - Address of local office
 - Year Founded
 - Type of Organization (individual, partnership, corporation, joint venture, etc.)
 - Year opened- local office
 - Primary contact name
 - Primary contact title
 - Primary contact e-mail address
 - Primary contact phone number
 - Any former names that the organization operated under
- If your organization is a corporation, answer the following:
 - Date of incorporation
 - State of incorporation
 - President's name
 - Vice President's name
 - Secretary's name
 - Treasurer's name
- If your organization is a partnership, answer the following:
 - Date of organization
 - Type of partnership (if applicable)
 - Name(s) of general partner(s)
- If your organization is individually owned, answer the following:
 - Date of organization
 - Name of owner
- If your organization is another form other than those listed above, describe it and name the principals.

3.2 CRITERION TWO: General Company History and Qualification

- Provide a brief history of the firm and each proposed consultant including a list of services routinely provided
- An organizational chart that explains the team members and their responsibilities related to this project.
- Provide a list that outlines each person and contact information for the following positions:
 - Project Manager
 - Other Personnel which will be actively involved in the project
 - Number of non-clerical personnel employed
 - Number of clerical personnel employed
- Provide a resume and references for each individual proposed team member. The minimum information must be provided for each individual:
 - Job title and description of responsibilities
 - Number of years in current job title
 - Number of years with company
 - Other titles/roles with the proposing company prior to the current role
 - Formal education
 - Number of years of related experience
 - Projects the individual has been involved with in the current job title
 - Other experience you deem applicable

3.3 CRITERION THREE: Experience and References

- Discussion of firm's experience in working with municipalities or special districts
- List of municipal projects within Texas from the past three years, whether complete or ongoing, including references. For each project or contract, provide the following:
 - Company name and location
 - Year contract began
 - Year contract ended (if applicable)
 - Short description of project
 - Name, address, telephone number, and e-mail for contact person tasked with the daily responsibility and management of the project
 - Total cost
- Describe the firm's process in working with consultants and integrating them into the consulting process.
- Describe how the firm will report the status of the Project to District management.

References shall be considered relevant based on specific project participation and experience with the respondent. The District may contact references during any part of this process. The District reserves the right to contact any other reference at any time during the RFP process.

3.4 CRITERION FOUR: Sample Data- Notices of Appraised Value

- Please provide a sample Notice of Appraised Value for a 25.19A notice type using the sample data file. This should be submitted as if the notice is being mailed. Include a stock envelope (does not have to include TCAD's return address information) and stuff the envelope using the sorting/stuffing machine you would use in production. Provide 3 complete copies of the notice in 3 separate envelopes.

3.5 CRITERION FIVE: Sample Data- SB2 Postcard

- Please provide a sample SB2 postcard using the generic address information provided in the sample document. This should be submitted as if the postcard is being mailed. Provide 3 complete copies of the postcard.

3.6 CRITERION SIX: Signed Transmittal and Acknowledgement Letter

The Transmittal and Acknowledgement Letter (Exhibit A) must be signed by a principal in the firm and submitted as part of the response packet.

3.7 CRITERION SEVEN: Estimated Cost

Price Proposal Form (Exhibit B) must be signed and returned as part of the proposal package.

3.8 CRITERION EIGHT: Signed Ethics Statement

The Ethics Statement (Exhibit C) must be signed by a principal in the firm and submitted as part of the response packet.

3.9 CRITERION NINE: Signed Certification Regarding Debarment, Suspension & Other Responsibility Matters Form

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form (Exhibit D) must be signed by a principal in the firm and submitted as part of the response packet.

Section 4: Format for Statement of Qualifications

4.1 General Instructions

- Proposals shall be prepared in order of stated criterion, providing a concise, straightforward description of the respondent's ability to meet the requirements of this RFP.
- Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals will be considered non-responsive and may be subject to rejection.
- Proposals and any other information submitted by respondents in response to this RFP shall become the property of the District and are subject to the Public Information Act.
- The District will not compensate respondents for any expenses incurred in Proposal preparation or for any presentations that may be made. Respondents submit proposals at their own risk and expense.
- The District makes no representations of any kind that an award will be made as a result of this RFP. The District reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in the District's best interest.
- Qualifications shall consist of answers to criteria provided in Section 3. It is not necessary to repeat the questions in the proposal; however, it is essential to reference the question number with the corresponding answer.
- Failure to comply with all requirements contained in this RFP may result in the rejection of the proposal.

4.2 Page Size, Binding, Dividers and Tabs

- Responses shall be printed on letter size (8 ½" x 11") paper and collated.
- Additional attachments shall NOT be included with the proposal. Only the responses provided by the respondent to the questions identified in Section 3 of this RFP will be used by the District for evaluation.
- Separate and identify the response to each criterion in Section 3 of this RFP by use of a divider sheet.

4.3 Table of Contents

Submittals shall include a Table of Contents and page numbers for each part of the proposal.

Transmittal and Acknowledgment Letter

Travis Central Appraisal District
Request for Proposal- Printing Services

Date

In response to the above referenced request for proposal from Travis Central Appraisal District, the attached qualifications, forms, exhibits, and statements are submitted in response. I have read all attachments including the specifications and fully understand what is required.

In submitting this qualifications statement, I agree to the following conditions:

1. Proposals submitted and opened on Tuesday, January 5, 2021 may not be withdrawn for thirty (45) days following the statements opening.
2. To enter into negotiation and subsequently execute a Contract with the District, if selected on the basis of the Proposal.
3. To accomplish the work in accordance with the Contract documents.

(Name of Institution)

Authorized Representative:

(Signature)

(Name)

(Title)

(Date)

Pricing Proposal Form

The proposal shall complete the following pricing. The proposer shall contain a straightforward, concise delineation of the proposer's fees to satisfy the requirements of this RFP.

NOTE: The costs and percentage provided on this form below are to be used only to establish the cost estimates.

Proposer Company Name: _____

YEAR 1- 2021

Proposed per piece cost to print and mail 450,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 350,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 250,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 400,000 SB2 postcards	\$ _____

OPTIONAL YEAR 2- 2022

Proposed per piece cost to print and mail 450,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 350,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 250,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 400,000 SB2 postcards	\$ _____

OPTIONAL YEAR 3- 2023

Proposed per piece cost to print and mail 450,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 350,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 250,000 notices of appraised value	\$ _____
Proposed per piece cost to print and mail 400,000 SB2 postcards	\$ _____

ETHICS STATEMENT

(Complete and Return this Form with Response)

The undersigned firm, by signing and executing this RFP or RFQ, certifies and represents to the Travis Central Appraisal District that the firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by 1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this RFP or RFQ; the firm also certifies and represents that the firm has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFP or RFQ, the firm certifies and represents that firm has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Travis Central Appraisal District concerning this RFP or RFQ on the basis of any consideration not authorized by law; the firm also certifies and represents that firm has not received any information not available to other firms so as to give the undersigned a preferential advantage with respect to this RFP or RFQ; the firm further certifies and represents that firm has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Travis Central Appraisal District in return for the person having exercised their person's official discretion, power or duty with respect to this RFP or RFQ; the firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Travis Central Appraisal District in connection with information regarding this RFP or RFQ, the submission of this RFP or RFQ, the award of this RFP or RFQ or the performance, delivery or sale pursuant to this RFP or RFQ.

THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE TRAVIS CENTRAL APPRAISAL DISTRICT, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES AND LIABILITIES ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF FIRM OR ANY AGENT OR EMPLOYEE OF FIRM IN THE EXECUTION OR PERFORMANCE OF THIS RFP or RFQ.

I have read all of the specifications and general RFP or RFQ requirements and do hereby certify that all items submitted meet specifications.

FIRM: _____

OFFICER NAME: _____

OFFICER SIGNATURE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

TELEPHONE: _____

TELEFAX: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(Complete and Return this Form with Response)

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they, the principals in the firm, and the firm:

1. Are not presently debarred, suspended, proposed for debarment, and or declared ineligible from providing bank depository services, financial management, financial records management, financial advisory services, any associated management services, and or voluntarily surrendered their license to provide such related services in the State of Texas and or the United States of America.
2. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from conducting any business and or financial transactions by any department or agency of Federal, State, and or local government.
3. Have not been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in item 3 above of the certification; and
5. Have not within a ten (10) year period preceding this RFP or RFQ had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date