



## THE COUNTY OF GALVESTON

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PURCHASING AGENT

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COUNTY COURTHOUSE  
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GALVESTON, TEXAS 77550  
(409) 770-5371

May 26, 2021

**PROJECT NAME:** Laser Printing of County Tax Statements

**SOLICITATION NO:** RFP #B212016A

**RE:** ADDENDUM #1

To All Prospective Bidders:

The following information is being provided to aid in preparation of your bid submittal(s):

**Question #1:** *What is the reason for the RFP being released at this time?*

Response: Current contract expiration.

**Question #2:** *Are there any service related issues with the current vendor?*

Response: No.

**Question #3:** *Is the County of Galveston looking for something specific the current vendor does not offer?*

Response: No.

**Question #4:** *Does the vendor literally need to "Laser Print" the notices and delinquents or is this a generic term? Our company utilizes high speed roll press inkjet printing, which offers the best quality and lowest production cost. Please confirm that this is acceptable to the County.*

Response: That is acceptable but a sample would be appreciated to ensure ink does not smudge.

**Question #5:** *Is this the same bid that was released in April 2021 and if so, why is it being re-released?*

Response: Yes. Inadequate responses/bidders failed to address items listed that would be evaluated.

**Question #6:** *On page 48 it states that questions must be submitted prior to April 21<sup>st</sup>- is this from a prior version??*

Response: Yes.

**Question #7:** *May we recommend industry standard double window #10 envelopes and standard #9 reply envelopes fir this project? By avoiding the need to imprint the face of the envelope, we can reduce cost and improve production efficiency, as well as disaster recovery, should the need arise. The County's return address would appear through the top window of the #10 in this example.*

**Question #6:** *On page 48 it states that questions must be submitted prior to April 21<sup>st</sup>- is this from a prior version??*

Response: Yes. The question deadline should read Friday, May 21, 2021, by 5:00 p.m.

**Question #7:** *May we recommend industry standard double window #10 envelopes and standard #9 reply envelopes fir this project? By avoiding the need to imprint the face of the envelope, we can reduce cost and improve production efficiency, as well as disaster recovery, should the need arise. The County's return address would appear through the top window of the #10 in this example.*

Response: We would prefer that the window envelopes not be used.

**Question #8:** *What time of day would the data files be transmitted?*

Response: Data files are run by software vendor typically overnight and placed on an ftp site for pick up by the vendor upon completion. It is not known precisely when this occurs.

**Question #9:** *What CIS platform is the County currently utilizing?*

Response: Our software system is ACT (Appraisal Collection Technologies). It is an Oracle based system

**Question #10:** *What is the expected implementation times, given that the first mailing is set to be printed in October?*

Response: That is defined in the RFP.

**Question #11:** *Who is the current vendor performing this service for the County?*

Response: Direct Mail Partners.

**Question #12:** *What is the current cost the County is paying for this service?*

Response: This information will not be published during the solicitation period.

**Question #13:** *Does the PDF index file that is being returned to GCTO need to be on a "flash drive" or can the files be transmitted online?*

Response: A jump or flash drive is requested. Electronic submission is not available at this time.

**Question #14:** *What is the approximate award date for this project?*

Response: As stated in the RFP June 2 the bids will be opened. It is yet to be determined whether interviews will be necessary. A recommendation will be made to Commissioners Court (which meets every other week) as quickly as possible.

**Question #15:** *Does the County require or prefer that the vendor providing this service have a primary facility in Texas, with at least 2 backup facilities out of state for disaster recovery purposes?*

Response: No.

**Question #16:** *Given the sensitive nature of the financial and tax data being provided, does the County require or prefer the vendor carry Cyber Liability insurance?*

Response: This is public information – not sensitive financial data.

**Question #17:** *Please confirm that the County would like an additional 50,000 envelopes shipped to GCTO after the mailing has been completed?*

Response: All requirements are specified in the RFP.

**Question #18:** *For the 6 copies that need to be submitted, it states that the original should be unbound – does that mean the other 5 copies should be bound?*

Response: That is not necessary but a rubber band to secure the pages would be appreciated.

**Question #19:** *On Page 4 special provisions: “all information requested under Section VII Company/Firm Team Qualifications” and “References as described in Section VII.” Has section VII been substituted for the Proposal Form?*

Response: Please disregard anything referencing Section VII and just respond to the Proposal Form.

**Question #20:** *Will the County allow us to perform scanline testing with their financial institution or current provider instead of using the thumb drive system?*

Response: Payments are processed in-house – there is no financial institution. Therefore, testing will be with GCTO and we must have “live” samples (which are produced by the vendor and overnighted to us). The thumb drive system is not applicable to scanline testing thus I cannot respond to that portion of the question.

**Question #21:** *Who is the County’s property tax software vendor?*

Response: Appraisal Collection Technologies (ACT)

**Question #22:** *The County states "The vendor will have 36 hours from receipt of data files to complete initial samples." Is this timeframe the expected/required time period of implementation for the project; or is this the schedule expected per order?*

Response: This is the required time period for each (tax statement production and/or delinquent tax statement production).

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County