



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

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Mayor

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February 27, 2015

**SUBJECT:** Letter of Clarification No. 5 to Invitation to Bid No. S32-L25259 for Mail Processing Services for Various Departments

**TO:** All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

1. **NOTICE TO BIDDER:**

**The Electronic Bid Form has been revised in its entirety.**

- To respond to questions posed by a perspective bidder:

**Question No. 1:** The samples that were provided are all in black and white but the bid states, "2.3 - Contractor shall print in color and include in mailings all letters, notices, inserts, etc. as instructed by the Department Director and/or designee." Can you identify which ones contain color?

**Answer:** Please see page 6 of 39 marked revised 2/27/15.

**Question No. 2:** What percent of the simplex printing contains color?

**Answer:** There is no color simplex printing.

**Question No. 3:** What percent of the duplex printing contains color?

**Answer:** There is no color duplex printing.

**Question No. 4:** Can you explain what an 'Inkjet Teaser' is?

**Answer:** An "Inkjet Teaser" is color text (generally red) printed on the outside of an envelope that is used to invoke a response from the mail recipient.

**Question No. 5:** What is a PDF Creation?

**Answer:** PDF Creation occurs when notices are sent to the vendor as data files and the files are converted to PDF for mailing.

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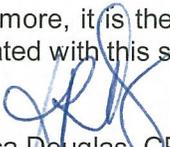
**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
**Controller:** Ronald C. Green

**Question No. 6:** E-bidding Item Nos. 6 and 14 are both #10 double window envelopes. What is the difference between the two?

**Answer:** E-bidding Item Nos. 6 and 14 have been combined. Please see the revised electronic bid form.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.



Veronica Douglas, CPPB  
Senior Procurement Specialist  
832-393-8745

Attachment: Revised Page 6 of 39, Marked "Revised 2/17/15"

**SECTION B**  
**SCOPE OF WORK/SPECIFICATIONS**

**1.0 BACKGROUND:**

- 1.1 This contract is for Mail Processing Services for the Municipal Courts Department (MCD), Administrative and Regulatory Affairs (ARA) and the Department of Public Works & Engineering (PWE). These services serve a vital role in the efficient operation of each department.

**2.0 PERFORMANCE WORK STATEMENT:**

- 2.1 Contractor shall process bulk mail for the City's MCD, ARA and PWE Departments.
- 2.2 Contractor shall print form letters provided by the Director and/or designee, fold and stuff in envelopes with the correct addresses and mail them via US Postal Bulk Mail.
- 2.3 RESERVED.
- 2.4 Contractor shall process time-sensitive mail involving court appearances, warrants, driver safety course approval, notices, etc. for MCD, ARA and PWE.
- 2.5 Contractor shall pre-sort mail.
- 2.6 Contractor shall retain on file all templates for "Notices" mailed by MCD, ARA and PWE, and any other form documents provided by the Director and/or designee. Additionally, the Contractor shall obtain final approval and/or authorized signature from the City Department Director or designee prior to processing mail utilizing a template or form document.
- 2.7 MCD, ARA and PWE shall provide the Contractor with a hard copy of the form notices/letters that will be mailed and the Contractor shall customize the form notices/letters utilizing the information as provided and mail to all applicable addresses as provided by the City.
- 2.8 Contractor shall reconcile certified mail sent with the acknowledgement cards received.
- 2.9 Contractor shall warrant that they have the capacity to process between 1.5M to 2.5M notices and/or letters annually. Contractor shall provide double window envelopes for mailing documents for MCD, ARA and PWE.
- 2.10 Upon receipt of the Notice to Proceed from the City Purchasing Agent or designee, Contractor shall designate a Project Manager to work with the Director and/or designee on all mail processing projects assigned by the MCD, ARA and PWE Departments.
- 2.11 Contractor's Project Manager (PM) shall be a trained and experienced professional, become knowledgeable about the City's mailing requirements and shall be responsible for ensuring the confidentiality of City data and mail-out schedules by limiting access of such information to Contractor's employees and agents on a need to know basis.
- 2.12 Contractor's PM shall be responsible for assembling samples of mail out packages, including inserts, laser printed materials and envelopes.
- 2.13 Contractor's PM shall produce a report that contains a total count for each mail-out.
- 2.14 The PM shall furnish a report and a sample package for each mail-out to Contractor's mail staff and ensure that all totals are accurate for a particular mail-out.