



## Property Appraiser Hillsborough County

Questions submitted to the Hillsborough County Property Appraiser's (HCPA) office from potential bidders of RFP-S-9001-0-2017-ER (RFP for printing and mail services of Truth in Millage notices). Answers are listed immediately after each question.

**As of 4/7/2017:**

**Q:** Who is currently providing these services and at what cost breakdown is the County currently paying for these services?

**A:** Last year, Direct Mail Systems of Clearwater, Fla., provided the printing and mail preparation services for the HCPA TRIM notices. The total cost last year was \$71,658.04. The breakdown was as follows:

420,000 Real Estate Trim Notices Data@ 29.25/M -- \$12,285.04

34,000 Tangible TRIM Notices Data @ \$29.25/M -- \$994.00

430,000 Printed Real Estate Information Supplements @\$28.30/M --\$12,169.00

36,000 Printed Tangible Personal Property Info Supplements @\$27.00/M -- \$972.00

465,000 Printed Change of Address Postcards (430k blue stock, 35k green) @15.00/M -- \$6,975.00

454,000 Mail Preparation (folding, inserting, sealing envelopes, etc.) @\$26.50/M -- \$12,031.00

480,000 TRIM Forms Printing @\$30.00/M -- \$14,118.00

455,000 Window Envelope Window Envelopes Printing @\$24.00/M -- \$10,920.00

Actual Quantity: 461,000; Estimated Quantity: 454,000

7,143 more records than estimated @.1552092511 each -- \$1,108.65

**TOTAL -- \$71,572.00**

**Q:** How is postage currently paid?

**A:** Postage charges are covered by a USPS permit imprint.

**Q:** Can a different but like stock be used instead of the 60# "Williamsburg" stock for the TRIM notices?

**A:** Yes, with approval of the HCPA, a different but equivalent stock to 60# Williamsburg can be used for printing the TRIM notices.

**Q:** Is the 9 pt. stock on the Real Estate and TPP Request Change of Address cards a mandatory weight requirement or can a lighter stock be used (90# cardstock, etc.)?

**A:** No, the 9 pt. stock is the minimum weight/thickness to be used for the Real Estate and TPP Change of Address cards that are inserted with the TRIM notices.

**Q:** Questionnaire Item #5, are you requesting physical samples of similar TRIM projects or just a list of experience?

**A:** Regarding Questionnaire item #5 in the RFP, the HCPA is requesting physical samples of large mass printing and mail preparation services your company has performed (including but not limited to prior TRIM printings for other Property Appraiser offices). In addition, you may also provide a list of current and prior clients for whom you have provided large mass printing and mail preparation services, including Property Appraiser offices.

**Q:** Have there been any changes to your HPCA Software product? If so, we would like to see a demonstration of this system and the related output. How can this be achieved?

**A:** The software the HCPA uses has no bearing on the data the prospective vendor will receive to print TRIM notices. The data the prospective vendor will receive can be inspected by requesting sample files, along with record layouts and field positions on forms.

**Q:** At what point will final artwork be made available for review?

**A:** Artwork for the TRIM notices (used in informational brochures regarding TRIM) is typically available for the vendor in early July.