

Event Summary - Print and Mail 1095-C forms

Type	Invitation to Bid	Number	TAMUS-ITB-1812
Organization	TAMU	Currency	US Dollar
Event Status	Awarded	Work Group	TAMUS Offices
Exported on	2/6/2020	Exported by	Jacqueline Gibson
For Requisition	125670527	Created Document	127782187
Estimated Value	13,216.65 USD	Payment Terms	0% 0, Net 30

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Best Value	No	Auto Score	No
Sealed Bid	Yes	Cost Analysis	No
Alternate Items	No		

Visibility and Communication

Visible to Public Yes

Enter a short description for this public event

The Texas A&M University System (TAMUS) is seeking bids for an annual agreement for services to print and mail form 1095-C for its twenty-two (22) universities and agencies.

Commodity Codes

None Added

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	11/21/2019 12:00 PM CST
Close	12/9/2019 2:00 PM CST
Sealed Until	12/9/2019 2:00 PM
Q&A Close	Show Sealed Bid Open Date to Supplier 12/5/2019 2:00 PM CST

Event Users

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Description

The Texas A&M University System (TAMUS) office of System Benefits Administration (SBA) is seeking bids for an annual agreement for services to print and mail form 1095-C for its twenty-two (22) universities and agencies. The awarded vendor will be provided the individual PDF documents, one for each IRS filer, containing IRS 1095-C Forms. The scope of the agreement will require the forms to be printed and mailed for year one, postmarked by January 31st, 2020.

The term of the resultant agreement shall be for one year from the date of award. TAMUS reserves the right to renew the agreement for an additional four (4) years, one (1) year at a time if mutually agreed to by both parties in writing with all terms and conditions remaining the same unless agreed to otherwise.

Price Adjustment: The successful bidder may request an annual price/rate increase for consideration. The request shall be made in writing at least thirty (30) days prior end of each year of the agreement, based on the date the agreement starts. TAMUS reserves the right to reject the price adjustment request and re-bid the agreement.

**** 12/2/2019 - This bid has been amended and an Addendum 1 has been added. The requirements document has been updated.**

**** 12/3/2019 - This bid has been amended and an Addendum 2 has been added. Addendum 1 is no longer relevant as the changes in Addendum 2 replaces changes in Addendum 1. The requirements document has been updated.**

**** 12/5/2019 - This bid has been amended and an Addendum 3 has been added. The requirements document has been updated.**

**** See Buyer Attachments for:**

- Exhibit A - Bid/PO Terms
- **UPDATED for Addendum 3** - TAMUS-ITB-1812 - Form 1095-C Print and Mail Requirements
- 1095-C Sample PDF
- **TAMUS-ITB-1812 - Addendum 2**
- **TAMUS-ITB-1812 - Addendum 3**

***** The NEW BID DUE date is by 2:00 PM CST on Monday, December 9, 2019. Late bids will not be considered.**

All bid questions must be submitted to TAMUS Buyer Patty Allison via email: pallison@tamus.edu.

1 ★ **Instructions To Supplier :**

Awarded vendor will be required to print & mail forms, postmarked by January 31st, 2020.

Prerequisite Content:

Required mail/postmarked by date

See required date for forms to be mailed.

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

2 ★ **Instructions To Supplier :**

REFERENCES: REQUIRED IF YOUR COMPANY HAS NOT PROVIDED 1095C FORM MAIL AND PRINT SERVICES FOR TAMUS IN THE LAST THREE (3) YEARS. Provide the name, address, email address, telephone number and general description of completed scope of services for three (3) projects where your company has performed similar scope of work and for similar volume/count of mailouts.

Prerequisite Content:

References

See described request for references.

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

3 ★ **Instructions To Supplier :**

Payment Terms are to be Net 30 upon completion of services and receipt of correct invoice. For any other payment terms to be considered, details must be submitted w/ your bid response for consideration and approval.

Prerequisite Content:

Payment Terms

Payment Terms

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

4 ★ **Instructions To Supplier :**

Award Criteria: The Texas A&M University System (TAMUS) will evaluate and make the award to the bid that is determined to be the best value to TAMUS and the state based on the following criteria: pricing, experience/references, demonstrated/described ability to meet requirements, ability to meet completion date, the vendor's past relationship with TAMUS, and any other factor TAMUS deems relevant.

Prerequisite Content:

Best Value Award Criteria

See award information

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

5 ★ **Instructions To Supplier :**

Review Addendum 2 and acknowledge changes. Addendum 1 has been removed. Addendum 2 changes replace any changes noted in Addendum 1.

Prerequisite Content:

Review Addendum 2

Acknowledge Addendum 2

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

6 ★ **Instructions To Supplier :**

Review Addendum 3 and acknowledge changes.

Prerequisite Content:

Review Addendum 3

Addendum 3

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

Buyer Attachments

Exhibit A - TAMU System Bid Term	Exhibit A - Bid_PO Terms 10142019.pdf	../Attachments/Exhibit A - Bid_PO Terms 10142019.pdf
Updated for Addendum 3 TAMUS-I	Updated for Addendum 3 TAMUS-ITB-1812 - Form 1095C Print and Mail Requirements.pdf	../Attachments/Updated for Addendum 3 TAMUS-ITB-1812 - Form 1095C Print and Mail Requirements.pdf
1095-C Sample PDF	1095-C Sample PDF-PagesToBeRepeatedForEachF orm.pdf	../Attachments/1095-C Sample PDF-PagesToBeRepeatedForEachFo rm.pdf
TAMUS-ITB-1812 - Print and Mail F	TAMUS-ITB-1812 - Print and Mail Form 1095-C - Addendum 2.pdf	../Attachments/TAMUS-ITB-1812 - Print and Mail Form 1095-C - Addendum 2.pdf
TAMUS-ITB-1812 - Print and Mail F	TAMUS-ITB-1812 - Print and Mail Form 1095-C - Addendum 3.pdf	../Attachments/TAMUS-ITB-1812 - Print and Mail Form 1095-C - Addendum 3.pdf

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Group 1

-
- 1.1 ANNUAL AGREEMENT: I understand this bid is for an annual agreement. ★
Yes/No
 - 1.2 BID REQUIREMENTS: Acknowledge review of attached Updated for Addendum 1 TAMUS-ITB-1812 - Form 1095C Print and Mail Requirements. (See Buyer Attachments) By bidding you to meet the requirements stated in this bid and attached document. ★
Yes/No
 - 1.3 PAGE FOLDING: Because these pages contain sensitive personal data such as SSNs, vendor must describe how the folding and handling of the pages will minimize the chance of pages being collected into the wrong envelope. ★
Text (Multi-Line)
 - 1.4 PROGRESS MONITORING: Describe your ability to demonstrate progress of printing and mail preparation: including site visit(s) or video clips, email or phone communication, etc. ★
Text (Multi-Line)
 - 1.5 DISASTER RECOVERY: Describe your ability to fulfill the service scope even in the case of an unexpected disaster (fire, flooding, etc.) of your primary printing location. ★
Text (Multi-Line)
 - 1.6 REFERENCES: Have you provided references if required per the instructions in the prerequisite tab. ★
Text (Multi-Line)
 - 1.7 PRICING: Have you attached a rate sheet and pricing that clearly explains all costs involved in this request? ★
Yes/No
 - 1.8 Acknowledge review of attached Exhibit A - Bid_PO Terms (See Buyer Attachments) ★
Yes/No
 - 1.9 Acknowledge review of Addendum 2. ★
Yes/No
 - 1.10 Acknowledge review of Addendum 3 - I have seen the adjustment to the range of the number of envelopes to be mailed and my rate sheet includes this updated range count. ★
Yes/No

Product Line Items

Group P1

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P1.1	Pricing for Domestic Print and Mail of Form 1095-C COST FOR DOMESTIC MAIL: Submit with your bid a rate sheet of pricing for print and mail of 1095-C forms per the bid requirements. Offer your rates based on number of envelopes for each member (PDF file). The estimated total amount of mailouts will be 15,000 - 34,000. Include on your rate sheet all costs involved to complete the requested services and meet bid requirements.	1	EV - Envelope	-		-
P1.2	Pricing for Foreign Print and Mail of Form 1095-C COST FOR FOREIGN MAIL: Submit with your bid a rate sheet of pricing for print and mail of 1095-C forms per the bid requirements. Note that total for foreign mail is anticipated to be less than \$75 annually.	1	EV - Envelope	-		-

Service Line Items

There are no Items added to this event.