

Event Summary - 2022 W-2 Print & Mail Services

Type	Invitation to Bid	Number	TAMUS-ITB-3601
Organization	TAMU	Currency	US Dollar
Event Status	Awarded	Work Group	TAMUS Offices
Exported on	7/7/2022	Exported by	Jacqueline Gibson
For Requisition	157143207	Created Document	159618908, 159690218
Estimated Value	10,348.38 USD	Payment Terms	-

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Best Value	No		
Sealed Bid	Yes	Auto Score	No
		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, Office of Information Technology is seeking bids for an annual agreement for services to print and mail form W2 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	5/13/2022 1:30 PM CDT
Close	5/27/2022 2:00 PM CDT
Sealed Until	5/27/2022 2:00 PM
	 Show Sealed Bid Open Date to Supplier
Q&A Close	5/25/2022 3:00 PM CDT

Event Users

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Description

The Texas A&M University System (TAMUS) office of Information Technology (OIT) is seeking bids for an annual agreement for services to print and mail form W2 for its twenty-two (22) universities and agencies (companies). The awarded vendor will be provided the individual PDF documents, one for each Social Security Administration filer, containing W2 Forms. The scope of the agreement will require the forms to be printed and mailed for year one, postmarked by January 31st, 2023.

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.

** See Prerequisites and Buyer Attachments for:

- Exhibit A - Bid/PO Terms
- TAMUS-ITB-3601- Form W2 Print and Mail Requirements
- SAMPLE W-2_Form_2021_Sanitized

Bid shall be submitted electronically via AggieBid by the bid due date and time Friday, May 27, 2022 - 2:00 PM - CDT. ****Late bids will not be considered.**

Email all questions to A&M System Buyer - Patty Allison - SOProcurement@tamus.edu.

Prerequisites

★ Required to Enter Bid

1 ★ Instructions To Supplier :

This Invitation to Bid shall be per the attached A&M System - Exhibit A Bid Terms. Bidder acknowledges that by submitting a bid response, you and the entity you represent are agreeing to the terms and conditions attached to this Invitation To Bid.

Prerequisite Content:

Exhibit A - Bid_PO Terms 10142019

Exhibit A - Bid_PO Terms ../Attachments/PrereqAttachments/Exhibit A - Bid_PO Terms 10142019.pdf
10142019.pdf

Certification

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

Supplier Must Also Upload a File:

No

2 ★ Instructions To Supplier :

Awarded vendor will be required to print & mail forms, postmarked by January 31st, 2023.

Certification

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

Supplier Must Also Upload a File:

No

Prerequisite Content:

See instructions

3 ★ **Instructions To Supplier :**

Reference attached TAMUS-ITB-3601 - Print and Mail W2 Forms Requirements. Submit pricing in items 1 and 2 per specifications and requirements.

Prerequisite Content:

TAMUS-ITB-3601 - Print and Mail W2 Forms Requirements

TAMUS-ITB-3601 - Print and Mail W2 Forms Requirements.pdf ../Attachments/PrereqAttachments/TAMUS-ITB-3601 - Print and Mail W2 Forms Requirements.pdf

Certification

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

Supplier Must Also Upload a File:

No

4 ★ **Instructions To Supplier :**

REFERENCES: REQUIRED IF YOUR COMPANY HAS NOT PROVIDED FORM W2 PRINT AND MAIL 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.

Certification

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

Supplier Must Also Upload a File:

No

Prerequisite Content:

See instructions

5 ★ **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.

Certification

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

Supplier Must Also Upload a File:

No

Prerequisite Content:

See instructions

6 ★ **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.

Certification

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

Supplier Must Also Upload a File:

No

Prerequisite Content:

See instructions

7 ★ **Instructions To Supplier :**

Addendum 1 - Please reference the attached Addendum 1.

Prerequisite Content:

TAMUS-ITB-3601- Print & Mail W-2 Forms - Addendum 1

TAMUS-ITB-3601- Print & Mail W-2 Forms - Addendum 1.pdf ../Attachments/PrereqAttachments/TAMUS-ITB-3601- Print & Mail W-2 Forms - Addendum 1.pdf

Certification

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

Supplier Must Also Upload a File:

No

Buyer Attachments

SAMPLE
W-2_Form_2021_Sanitized.pdf

SAMPLE
W-2_Form_2021_Sanitized.pdf

../Attachments/SAMPLE
W-2_Form_2021_Sanitized.pdf

Page 1

Group 1

-
- | | | |
|-----|---|---|
| 1.1 | ANNUAL AGREEMENT: I understand this bid is for an annual agreement.
Yes/No | ★ |
| 1.2 | Has your company provided similar / same services to the A&M System or Texas A&M University in the last three (3) years? IF response is NO, you must attach references as requested in the Reference prerequisite. Failure to attach the completed Pricing Schedule with your bid response will result in a disqualification of your bid.
Yes/No | ★ |
| 1.3 | Acknowledge you have reviewed the question/answer details of Addendum 1.
Yes/No | ★ |

Product Line Items

★ Required Product Line Items

Group P1

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P1.1	2022 W2 Services: Project Set-Up	★ 25,000	EA - Each	-		-
	2022 W2 Services: PROJECT SET UP, INSERTING, HALF FOLD W2, PRINT 8.5 11 W2 FORM 1/1 - BLACK - Qty 25,000 - 30,000. (Estimate : W2 PRINT & MAIL) Reference attached TAMUS-ITB-3601 - Print and Mail W2 Forms Requirements. All pricing shall be per specifications and requirements.					
P1.2	2022 W2 Services: Envelopes	★ 25,000	EA - Each	-		-
	2022 W2 Services: 5.625 9 Offset DOUBLE WINDOW TA ENVELOPE, SECURITY TINT, PRINTED 1/0 WITH TAMU PERMIT 215 & IMPORTANT TA RETURN DOCUMENT ENCLOSED . 25,000 - 30,000 (Estimate : W2 ENVELOPES) Reference attached TAMUS-ITB-3601 - Print and Mail W2 Forms Requirements. All pricing shall be per specifications and requirements.					

Service Line Items

There are no Items added to this event.

Price Components

There are no Price Components added to this event.