

**BROWNSVILLE NAVIGATION DISTRICT
OF CAMERON COUNTY, TEXAS**



**Request for Bids
for Printing & Mailing Services**

**Effective Date – April 29, 2019
Proposals Due: May 10, 2019; 3:00 p.m. (CT)**

**(956) 831-4592
1000 Foust Road Brownsville, Texas 78521**

NOTICE

Notice is hereby given that bids will be received by the Brownsville Navigation District of Cameron County, Texas, for the purchase of the printing and mailing services for the 2019 Port of Brownsville Directory.

All bids must be sealed and delivered to the Brownsville Navigation District, 1000 Foust Road, Brownsville Texas, by 3:00 p.m. (CT) May 10, 2019. Bids will be calculated on a per unit basis. Bids must comply with the requirements set out in the "Request for Bids - Specifications" which may be obtained from the Director of Communications of the District.

THE RIGHT IS HEREBY RESERVED by the Board of Commissioners to reject any and all bids.

SECTION I - GENERAL INFORMATION AND INSTRUCTIONS

General

The Brownsville Navigation District d/b/a The Port of Brownsville (hereinafter referred to as the "District") is soliciting bids for the purchase of printing and mailing services for the 2019 Port of Brownsville directory.

It is expected that each bidder will read these Specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the bid.

The Brownsville Navigation District reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed most advantageous to the District.

Bidders are required to submit quotations on the basis of these Specifications. Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the bid.

No telephone, fax or e-mail bids will be accepted. The District will not be responsible for missing, lost or late mail. Any bids received after the date and time set for the deadline for receipt of bids will be returned to the bidder unopened.

The District believes that the data contained in these Specifications is sufficient for the preparation of bids. The information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty. Any written information given to any bidder concerning the RFP will be furnished to all bidders as an addendum to the RFP.

Reservation of Rights

The District expressly reserves the right to:

- Accept one or more bids.
- Reject any bid received, or portion thereof.
- Cancel the entire RFB.
- Issue a subsequent RFB.
- Remedy technical errors in the RFB process.
- Waive informalities and irregularities.
- Contact any bidder for clarification after the bids are opened.
- Negotiate with any, all, or none of the respondents to the RFB
- Accept any bid in whole or part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations take place, they shall not constitute a rejection or an alternate RFB.
- Accept the bid deemed most advantageous to the District.

Timetable

1. These Specifications are to be released for action on or about April 29, 2019.
2. The last date for questions to be received from bidders is May 7, 2019.
3. The last date for the issuance of an addendum is May 8, 2019.

4. Bids must be received by the District's Director of Finance, no later than 3 p.m. (CT) on May 10, 2019.

Preparation of Bid

The bidder shall prepare their bid based on the specifications contained herein. A unit price must be stated for each and every item. Any exceptions or deviations from the requested products must be clearly indicated in writing and must be submitted with and form a part of the bid form. Failure to follow this instruction will be grounds for disqualification of a bid.

Submission of Bid

The bid shall be submitted in duplicate in a sealed envelope. Each envelope or package must be addressed as follows:

**Lorena Hernandez, CPA
Director of Finance
Brownsville Navigation District
1000 Foust Road
Brownsville, Texas 78521**

On the front of each envelope shall be written the following words:

“BID FOR DIRECTORY PRINTING & MAILING SERVICES”

Bids must be received by the District's Director of Finance by the deadline date and time listed on the cover of these Specifications.

Withdrawal of Bid

Bidders may withdraw their bids at any time up to the time specified as the closing time for acceptance of bids. However, no bidder shall withdraw or cancel their bid for a period of sixty (60) days after said closing date for acceptance of bids. The successful low bidder shall not withdraw or cancel or modify their bid, except at the request of the District, after having been notified that said bid has been accepted by the District.

Interpretation of Specifications

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of these Specifications, they may submit a written request for interpretation to Director of Communications (jmontero@portofbrownsville.com). Requests for interpretation must be received by 5:00 pm on May 7, 2019

Addendums to Request for Bids

If it becomes necessary to revise any part of this request for bids, a written addendum will be provided to all bidders who are known to be participating in the RFB process. Bidders must acknowledge on the Bidder's Acknowledgement Form the receipt of all addendums in order for their bid to be considered. The District is not bound by any oral representations, clarifications, or changes made in the written specifications by the District's employees, unless such clarification or change.

The Request for Bids - Specifications will be posted on the Port of Brownsville website, under "Business with the Port/Procurement" section. **It will be the responsibility of bidders who have not made their participation known to the District to verify that they have received**

all addendums. All addendums will be posted to the Port of Brownsville web site on the day that they are issued to all other bidders known to the District to be participating in the bid.

Criteria Used in Evaluating Bids

1. Bids will be carefully evaluated for cost effectiveness and for compliance with the requirements contained in the Specifications.
2. The bid will be awarded to the responsible vendor(s) who submits a superior but economical bid based on an analysis of its compliance with the Specifications.
3. The Brownsville Navigation District has adopted a Local Preference Option Policy which enables the District to allow up to a 3% preference in the award of a bid to a Local Vendor in preference to a non-local vendor. The District reserves the right to invoke the Local Option Preference Policy in the award of this bid.

Compliance with Laws

All bidders involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this bidding process.

Texas Government Code Chapter 2270 Prohibition on Boycotting Israel

Companies doing business with the Brownsville Navigation District, a governmental entity, are prohibited from boycotting Israel during the term of the purchase agreement resulting from this bidding process. The successful bidder will be required to provide a written verification that they do not boycott Israel and that they will not boycott Israel during the term of the agreement.

Authorized Signature

All bid forms must be signed by persons who have legal authority to bind the bidder to the prices that are reflected in the bid.

SECTION II SPECIFICATIONS

PRINTING SERVICE

Description: Full-color magazine-like directory with map insert

Quantity: 12,000

PAGES: 72 page + 8 page/gate-fold double truck/center fold = 80 pages

COVER SPREAD: 4 pages

TOTAL: 84 pages

Price for additional 4 pages

Size: 8.5" x 11"

Paper: Inside pages and map insert – 80 lb white gloss

Cover – 100 lb white gloss cover

Finishing: Score cover, trim and fold to staple all pieces, or perfect bind, to create 8.5" x 11" directory

Prepress: Color and final proofing

Shipping delivered to:

Port of Brownsville

1000 Foust Road

Brownsville, TX 78521

Digital files supplied

MAILING SERVICE

Quantity to be mailed: 3,500

The directories will be mailed locally, regionally and nationally. Directories may be mailed using Bulk Standard Postage. The current timeline for mailing is on or about June 17, 2019.

Spray addresses and polybag for mailing. The directories mailed will include a cover letter, which is a component part of the project. The Port of Brownsville will provide the cover letter to be printed by printer and inserted into the polybag along with the directory.

Addresses may be included on the letter or an address label may be used on the polybag.

Addresses to be furnished via email in Excel format, sorted by zip code.

Provide postage cost separately.

The quote should include the cost to package and deliver publications to the U.S. Post Office. Vendor is required to complete all USPS required forms and deliver to USPS in compliance with current regulations. Vendor must understand USPS classifications and implement authorizations on demand. Vendor must provide estimated postage cost to mail out 3,500 only and deliver balance to Port of Brownsville.

**SECTION III
BID SUBMISSION FORMS**

**BROWNSVILLE NAVIGATION DISTRICT
Bidder's Acknowledgement Form**

Having carefully examined the information, notices and specifications and conditions contained in this package, the undersigned Bidder's agent or representative hereby proposes and agrees to furnish proposed goods/services in strict compliance with these Specifications at the prices quoted. The Bidder affirms that, to the best of their knowledge, the bid has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.

Addendums received:

Vendor:
Address:
City, State, Zip Code:
Signature of Bidder:
Title with Company:

**BROWNSVILLE NAVIGATION DISTRICT
 Bid for Directory Printing and Mailing Services
 Bid Submission Form**

BIDDER agrees to perform all the work described in the Specifications section for the following unit prices (which include all applicable taxes and fees):

Bid for Directory Printing and Mailing Services

DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
PRINTING SERVICE: Full-color magazine-like directory with map insert (See Section II for full list of specifications)	12,000		
MAILING SERVICE: Directories mailed will include a cover letter; may be mailed using Bulk Standard Postage. (See Section II for full list of specifications)	3,500		
SHIPPING			
TOTAL BID:			

BROWNSVILLE NAVIGATION DISTRICT
Attachments

Attachments that are required:

1. Vendor Registration Form
2. Conflict of Interest Questionnaire

These required forms can also be found at <https://www.portofbrownsville.com/business-with-the-port/vendor-registration/>