

## Tarrant Appraisal District Invitation for Bids for Printing and Mailing Services

### Vendor question list 1.

Below is a list of vendor questions in black text followed by TAD's responses in red text.

1. In the past TAD supplied all of the envelopes along with the paper. In the new IFB all of the envelopes and paper needed for the job will be supplied by the contractor with the exception of the fraud alerts, is this correct? **Yes, this is correct.**
2. In the previous value notice mailings the contractor processed the variable data and returned it to TAD. TAD's data processing department laid out the value notices and printed them to PDF and placed them onto the FTP site. The contractor would download and print the value notice. Will this processes remain the same?  
**TAD prefers to supply a variable data file to the vendor and for that vendor to layout and print the notices, however TAD will work with vendors through the above-described process if deemed appropriate.**
3. Over the years the smaller value notice mailings of under 20000 notices did not go through the contractor data processing for sorting or barcoding. So no data was processed on the contractors end. TAD would upload those PDF to the FTP site to be downloaded and printed. These mailings would be picked up by the presort house Mail Presort. Will this still be the processes? **Short runs may not be presorted, and TAD prefers to supply a variable data file to the vendor and for that vendor to layout and print the notices, however TAD will work with vendors through the above-described process if deemed appropriate.**