

Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

May 14, 2025

SANTA FE COUNTY
Treasurer's Office
Printing and Mailing of Tax Bills
RFP No 2025-0219-TRS/TS

ADDENDUM NO. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre-proposal Agenda and Sign-In Sheet

Question No. 1: The RFP states on page 7 that " the offeror must reside in the State of New Mexico" and that "the tax bills shall be delivered to the U.S. Post Office, Main Office, Santa Fe, N.M. for mailing". Are these firm requirements?

Answer No. 1: No, the awarded vendor does not have to reside in New Mexico, but the awarded vendor needs to be registered with the Secretary of State to conduct business in New Mexico. Yes, he tax bills must be delivered to the U.S. Post Office, Main Office, Santa Fe, NM for mailing. The department will need to proof the bills before mailing.

Please add Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Timothy Sintas, Procurement Specialist Senior at tsintas@santafecountynm.gov.



Pre-Proposal Conference

RFP No. 2025-0219-TRS/TS

Printing and Mailing of Tax Bills

Wednesday April 30, 2025-1:30 PM

San Marcos Conference Room

Contracting Agency: Santa Fe County

- | | | |
|---------------------|----------------------------|---------------------|
| • Timothy P. Sintas | Procurement Specialist Sr. | Purchasing Division |
| • Ashley Bravo | Accountant | Treasurer's Office |
| • Lillian Armijo | Department Admin | Treasurer's Office |

Procurement Information

The Santa Fe County Treasurers Office is requesting proposals from qualified entities to provide a service of Printing and Mailing of Tax Bills for Santa Fe County.

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample agreement (Sample agreement starts on page 37)
- Sequence of Events are listed on page 13
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 21 and 23
- Selection of finalist – the most qualified proposal received based on the evaluation criteria outlined in the RFP (Pages 25 & 26) will be scored by a three to five-member evaluation committee

The County offers the following Preferences (Page 27):

N.M. In-State Business/Native American Preference Certificate

OR

N.M. Resident Veterans Preference Certificate/Native American Veterans,

AND

Santa Fe County Preference,

<https://www.santafecountynm.gov/finance/purchasing-division>

Please note that only current certificates copies will be considered for points. Simply stating that you have a certificate or prints from web site is not sufficient for any points
Acknowledgement of Receipt Form are due by COB May 01, 2025

Please submit all questions via email to Timothy Sintas at tsintas@santafecountynm.gov . The last day for questions will be Friday May 09, 2025. **(Any other contact with any other county staff member or persons other than the Procurement Specialist Senior *Timothy Sintas* may be grounds for disqualification.)**

Response to Questions: Addendum will be issued on **Thursday May 15, 2025** (Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)

Proposal Submittal- Due Date: **Thursday, May 29, 2025, Time: 2:00 PM**

Location: 102 Grant Avenue 1st floor, Santa Fe, NM 87501

Electronic submissions also available utilizing Dropbox Link:

<https://www.dropbox.com/request/sRMJchgC0JFm32vFlidf>

Background:

The Santa Fe County Treasurer's office is seeking proposals from offerors to provide Printing and Mailing services for Santa Fe County Tax Bills.



SANTA FE COUNTY

**Pre-Proposal Conference
RFP#2025-0219-TRS/TS
Printing and Mailing of Tax Bills
Wednesday April 30, 2025
1:30 PM (MDT)
San Marcos Conference Room**

NAME	ORGANIZATION	PHONE #	EMAIL
Timothy Sintas	Santa Fe County- Procurement	505-992-6745	tsintas@santafecountynm.gov
Lillian Armijo	Santa Fe County Treasurer's Office	505-986-6253	larmijo@santafecountynm.gov
Ashley Bravo	Santa Fe County- Treasurer's Office	505-986-6342	abravo@santafecountynm.gov
Angi Cramblett	Lineage Connect		acramblett@trustlineage.com
Gail Williams	Automated Election Services		gwilliams@electionpeople.com