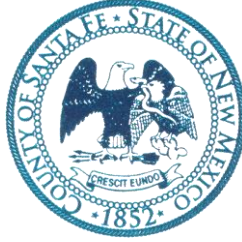


Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathleen Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

September 23, 2016

SANTA FE COUNTY
RFP# 2017-0092-AO/MM
PRINTING SERVICES FOR NOTICE OF VALUES (NOV'S)
AND BUSINESS PERSONAL PROPERTY (BPP) DECLARATIONS

ADDENDUM #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 & SIGN IN SHEET
ATTACHMENT B: CURRENT PRICE SCHEDULE

CLARIFICATION TO MAIL SERVICES:

SANTA FE COUNTY MAIL SERVICES SHALL MEET ALL USPS GUIDELINES AND CERTIFICATION REQUIREMENTS FOR FIRST CLASS, PRESORT, BULK MAILING.

Question# 1- Who is your current contractor?

Answer# 1- ***Santa Fe County's current contractor is Peregrine Corporation.***

Question# 2- What are the current costs for these printing services?

Answer# 2- ***This Request for Proposal is qualification based. Costs for these services and items will not be a determining factor. Please see Attachment B for our current price list.***

- Question# 3- Why is this RFP being solicited? Has the base contract & maximum extensions elapsed, or has there been an interruption in service, in which the County has opted not to extend the current contract?
- Answer# 3- ***Based on the dollar amount of services provided in the past, the County has made a determination to solicit these services per the New Mexico Procurement Code.***
- Question# 4- What is the first printing date?
- Answer# 4- ***On or about November 25, for mailing December 1st, 2016 for the 2017 tax year.***
- Question# 5- What is the estimated date of contract award?
- Answer# 5- ***As early as October 17th, 2016, or as late as November 1, 2016.***
- Question# 6- Is the data format identical from last year? Are the data files ready for printing?
- Answer# 6- ***Yes. The data files for the BPP declarations will be ready by November 15, 2016.***
- Question# 7- What is the paper weight and colors of the forms?
- Answer# 7- ***Please refer to page 5 in the RFP under Scope of Work.***
- Question# 8- Is the County interested in Electronic Statements?
- Answer# 8- ***No, all we asked for in the scope of work is a DVD of all the scanned images that were printed.***
- Question# 9- Is the contractor responsible for printing envelopes?
- Answer# 9- ***Yes- please refer to scope of work.***
- Question# 10- Is the contractor responsible for printing the full color 8.5 x 11 insert?

Answer# 10- **Yes.**

Question# 11- Will the forms be pre-printed?

Answer# 11- **Yes.**

Question# 12- Item F:

1) For the 2 page item (4 printed sides), does this include the items labeled Business personal Property Declarations/Instructions & Information for the first sheet , and 2016 Depreciation Schedules/Santa Fe County Business Personal Property Itemized Rendition Report for the 2nd sheet? And there is no variable data on these pages?

2) On the cover letter - does this include variable data for the name and address only? What will be visible through the window envelope?

Answer# 12- ***1) Yes and the only variable data is the name and address and mail date on the front of page 1.***

2) Yes it is the name, mailing address and mailing date as well. The name, mailing address and bar code above the name will be visible in the window envelope.

Question# 13- Item G1:

1) Does the Notice of Value-Real Property (with flyer insert) include variable data for name and address in the white space at the top of the form to be visible through the window envelope and no other variable data fields except for the same information in the white space at the bottom of the form?

2) Is the back side of this form the one that says General Instructions at the top?

3) Is the insert the sheet that says General Instructions at the top of the page - if not which one is the insert, and which page is the back side of the insert?

Answer# 13- ***1) The form includes variable data in both white boxes (space) at the top and bottom of the form as well as in other 34 white areas of the form. EX: Location ID, Property Use, Full Value-Land, etc..***

2) Yes. The back side of the forms are the same for all NOVs (with or without insert) for Real Property, Affordable Housing, and Manufactured Homes.

3) No, a sample of the 2 sided color insert is attached.

Question# 14-

Item G2:

1) Does the Notice of Value-Real Property (no insert) include variable data for name and address in the white space at the top of the form to be visible through the window envelope and no other variable data fields except for the same information in the white space at the bottom of the form?

2) Is the back side of this form the one that says General Instructions at the top?

Answer# 14-

**1) The form includes variable data in both white boxes (space) at the top and bottom of the form as well as in other 34 white areas of the form .
EX: Location ID, Property Use, Full Value-Land, etc..**

2) Yes, the back side of the forms are the same for all NOVs for Real Property, Affordable Housing, and Manufactured Homes.

Question# 15-

Item G3:

1) Does the Notice of Value-Manufactured Homes (with flyer insert) include variable data for name and address in the white space at the top of the form to be visible through the window envelope and no other variable data fields except for the same information in the white space at the bottom of the form?

2) Is the back side of this form the one that says General Instructions at the top?

3) Is the insert the sheet that says General Instructions at the top of the page - if not which one is the insert, and which page is the back side of the insert?

Answer# 15-

**1) The form includes variable data in both white boxes (space) at the top and bottom of the form as well as in other 28 white areas of the form .
EX: Location ID, Property Use, Full Value-Manufactured Homes, etc..**

2) Yes. The back side of the forms are the same for all NOV's for Real Property, Affordable Housing, and Manufactured Homes.

3) No, a sample of the 2 sided color insert is attached.

Question# 16-

Item G4:

1) Does the Notice of Value-Business Personal Property (no insert) include variable data for name and address in the white space at the top of the form to be visible through the window envelope and no other variable data fields except for the same information in the white space at the bottom of the form?

2) Is the back side of this form the one that says General Instructions at the top?

Answer# 16-

1) The form includes variable data in both white boxes (space) at the top and bottom of the form as well as in other 22 white areas of the form . EX: Tax Account ID, Property Use, Full Value-Bus. Personal Property, etc..

2) The back side of this form does say General Instructions at the top of the form. It is printed in red and blue ink, and is only one half page long.

Question# 17-

Item G5:

1) Notice of Value-Affordable Housing (no insert) - I did not see a sample of this with the RFP. Is the format the same as all the other Notice of Value's?

2) Is the back side the same that says General Instructions at the top?

Answer# 17-

1) No, it is only in the same format as the real property NOV, and is printed in brown, red and black ink. Sample is provided. See attached.

2) Yes. The back side of the forms are the same for all NOV's for Real Property, Affordable Housing, and Manufactured Homes.

Question# 18-

Item G6:

1) Envelopes - There appears to be 3 different envelope designs, only one of which is a window envelope....do all the above items use a window envelope, or is there one or more that need to be match mailed with the information on the form?

2) Which envelopes go with which forms?

Answer# 18- ***1) There are only 2 envelope designs. One for Business Personal Property Declarations, and one for all other Notice of Values. Both envelopes have a window so that the owner's name, mailing address, and bar code can be visible through the window. If there are 2 envelope designs in the RFP, it is a mistake.***

2) The envelope with the red words: 'Official Response Required' is the envelope for the BPP Declarations. The envelope with the Facebook, Twitter, and misc. text on the front is the envelope for all NOV's.

Question# 19- Are all Offerors required to have a USPS "Full Service" Certification?

Answer# 19- ***Santa Fe County is requesting that the services listed in the RFP follow all USPS certifications, guidelines and regulations.***

Question# 20- Is there a requirement to have an on-staff Mail Design Professional to ensure all USPS guidelines are followed?

Answer# 20- ***All qualified Offerors should know all USPS guidelines, regulations and have the appropriate certifications.***

Question# 21- How do you ensure your vendors are charging the appropriate postage rates as they vary dependent on the different methods of address verification and presort mail?

Answer# 22- ***This will be addressed with the awarded Offeror.***

Please add this Addendum #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 Maricela Martinez, Senior Procurement Specialist at mcmartinez@santafecountnm.gov.

**Pre-Proposal Conference Agenda
RFP# 2017-0092-AO/MM
Printing Services for Notice of Values (NOV'S) and
Business Personal Property Declarations
September 14, 2016 @ 2:00PM (MDT)**

Contracting Agency: Santa Fe County

• Maricela Martinez	Procurement Specialist Senior	Purchasing Division
• Gus Martinez	County Assessor	Assessor's Office
• Gary Perez	Chief Deputy Assessor	Assessor's Office
• PJ Griego	Department Administrator	Assessor's Office
• Daniel E. Fresquez	Special Projects Administrator	Assessor's Office

Project Information

Santa Fe County Assessor's Office requesting proposals for the purpose of procuring Printing and Mailing of Notice of Values (NOV's) and Business Personal Property Declarations.

Proposal Information

- Proposal Organization - Proposal should be organized as outlined in the RFP on page 24.
- Selection of finalist(s) – the most qualified proposals received based on the evaluation factors outlined in the RFP (pages 26-28) will be scored by a five member evaluation committee. The evaluation committee may make the determination to have the top finalists participate in oral presentations.
- Preferences -
 - 1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.
 - OR**
 - 2) N.M. Resident Veterans Preference Certificate, 10%, 8% or 7% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov
 - AND**
 - 3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit http://www.santafecountynm.gov/asd/purchasing_division.
- Please submit all questions via email to Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Wednesday, September 21, 2016**. *Please do not contact anyone from the Assessor's office with questions, email your questions to me and I will make sure they are issued in the Addenda.*
- Addendum will be issued on **Friday, September 23, 2016**. *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: October 3, 2016**
 - Time: 2:00PM (MDT)**
 - Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM**

PRE PROPOSAL MEETING
RFP# 2017-0092-AO/MM
PRINTING SERVICES FOR NOTICE OF VALUE (NOV'S) AND
BUSINESS PERSONAL PROPERTY DECLARATIONS

SEPTEMBER 14, 2016
2:00PM (MDT)

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Maricela Martinez	SFC Purchasing	505-992-9864	mcmarthier@santafecountynm.gov
GARY PEREZ	ASSESSOR'S OFFICE	505-986-6332	gperez@santafecountynm.gov
Daniel E Fresquez	Assessor's Office	505-986-6330	defresquez@santafecountynm.gov
Melanie Chapman	Masters Touch	326-7475 509-326-5159	sales@masters-touch.com
Gus Martinez	Assessor's office	505-986-6395	gutz@SantafeCountyNM.gov
CASEY JANE'S	ASSESSOR'S OFFICE	505-986-6367	clengac@santafecountynm.gov
P. J. GRIEGO	ASSESSORS OFFICE	505-986-6309	PJGRIEGO@SANTAFECOUNTYNM.GOV
Jim Cote	The Masters Touch	509-326-7475	masters@themasterstouch.com

[illegible]

APPENDIX A
PRICE SHEET

Business Personal Property Declarations with Cover Letters

- Two pages, 8 1/2" x 11" laser statement, printed with two (2) colors (red and black) on front and back, using 20# white paper stock.
- One page, 8 1/2" x 11" laser statement, printed with one (1) color (black) on one side, using 20# white paper stock.
- Printing, stuffing, and distribution.
- Approximately 2,700 units.

\$.16 each piece

Notice of Value - Real Property (With Insert)

- One page, 8 1/2" x 14" laser statement, printed on two (2) colors (black & red) on front and back, using 20# white paper stock.
- Printing, custom envelope, stuffing, distribution, and imaging.
- Approximately 58,000 units.

\$.135 each piece

Notice of Value - Real Property (No Insert)

- One page, 8 1/2" x 14" laser statement, printed on two (2) colors (black & red) on front and back, using 20# white paper stock.
- Printing, custom envelope, stuffing, distribution, and imaging.
- Approximately 18,000 units.

\$.135 each piece

APPENDIX A
PRICE SHEET (CONTINUED)

Notice of Value - Manufactured Homes (No Insert)

- One page, 8 1/2" x 14" laser statement, printed on two (2) colors (green & red) on front and back, using 20# white paper stock.
- Printing, custom envelope, stuffing, distribution, and imaging.
- Approximately 7,500 units.

\$.135 each piece

Notice of Value - Business Personal Property (No Insert)

- One page, 8 1/2" x 14" laser statement, printed on two (2) colors (blue & red) on front and back, using 20# white paper stock.
- Printing, custom envelope, stuffing, distribution, and imaging.
- Approximately 2,700 units.

\$.135 each piece

Notice of Value - Affordable Housing (No Insert)

- One page, 8 1/2" x 14" laser statement, printed on two (2) colors (brown & red) on front and back, using 20# white paper stock.
- Printing, custom envelope, stuffing, distribution, and imaging.
- Approximately 450 units.

\$.135 each piece

Color Flyer (a.k.a. Insert)

- 8 1/2 "x 11" flyer, printed in full color on front and back (see attached example), using 80# gloss text paper stock.
- Approximately 60,000 units.

\$.07 each piece