

**Henry P. Roybal**  
*Commissioner, District 1*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Anna Hansen**  
*Commissioner, District 2*

**Ed Moreno**  
*Commissioner, District 5*

**Robert A. Anaya**  
*Commissioner, District 3*

**Katherine Miller**  
*County Manager*

January 31, 2017

**SANTA FE COUNTY**  
**IFB#2017-0200-UT/KQ**  
**PRINTING, INSERTION, AND**  
**MAILING SERVICES FOR MONTHLY**  
**BILLING STATEMENTS**

**ADDENDUM #1**

Dear Proponents,

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

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Listed below are clarifications of the IFB and questions received via email concerning the above referenced IFB.

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Question #1 Who is the County's current vendor for utility bill printing and mailing?

Answer #1 Previous vendor was Questmark Information Management Inc., contract expired 12/2016

Question #2 What necessitated the need to go out to bid for these services? Is this a mandated process or are you experiencing current vendor problems?

Answer #2 This is a mandated process for a new contract.

Question #3 Is the County willing to consider moving to standard windowed envelopes as a cost savings alternative? Your return address and logo would show through the top window and customer address through the bottom one.

Answer #3 At this time we are requesting bids for specification item #12 Mailing Preparation - remittance #10 window envelope for mailing of inserts with an enclosed #9 return envelope for payment.

Question #4 Specification #6 on page 12 states "The Selected Service Provider must be able to print inline advertisements at no additional cost to SFCU." Can you please clarify what this is asking for?

Answer #4 Disregard this Specification item.

Question #5 Specification #9 on page 13 states "For inserts, the Selected Service Provider will provide SFCU printed images to review 3 days prior to printing." Are the images you are requesting actual printed documents mailed to you to review, or online?

Answer #5 They are emailed

Question #6 How far in advance would we receive your insert request?

Answer #6 Providers shall receive inserts request within 4 business days.

Question #7 Bid sheet, page 17, item 3 is asking for an hourly rate to design, print, and distribute. Are you asking the cost of actual insert production, or just design? Production costs are dictated by format and typically priced out on Spec. Please clarify what you are looking for here.

Answer #7 County is requesting a cost for design.

Question #8 Bid Item: Up to four page insert

Answer #8 Inserts are Black Ink

Question #9 Should we include this in our bid as a four page full color insert

Answer #9 Please refer to specification on page 12 section #8 Printing Capability - Provider should be capable of printing full-color, duplexed statements, graphics, and charts, a bid is not required at this time for this specification.

Question #10 Previous bid was submitted for cancelled Invitation for Bid, does a new bid have to be resubmitted.

Answer #10 Yes

Please add this Addendum #1 to the original bid documents and refer to bid 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 Kenneth Quintana, Procurement Specialist at [kquintana@santafecountynm.gov](mailto:kquintana@santafecountynm.gov).