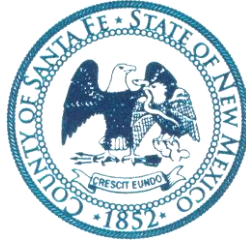


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

September 21, 2018

SANTA FE COUNTY
RFP NO. 2019-0079-AO/KQ
PRINTING SERVICES FOR NOTICE OF VALUES (NOV'S") AND
BUSINESS PERSONAL PROPERTY DELCARATIONS

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
Attachment B: Affordable Housing Notice of Value and insert

Please add this 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 Kenneth Quintana, Procurement Specialist at kquintana@santafecountynm.gov.

Pre-Proposal Conference Agenda
RFP# 2019-0079-AO/KQ
Printing Services for Notice of Values (NOV'S) and
Business Personal Property Declarations
September 21, 2018 @ 10:00AM (MDT)

Contracting Agency: Santa Fe County

• Bill Taylor	Procurement Manager	Purchasing Division
• Kenneth Quintana	Procurement Specialist	Purchasing Division
• Gus Martinez	County Assessor	Assessor's Office
• Chris Sanchez	Chief Deputy Assessor	Assessor's Office
• Casey Lengacher	Systems Programmer	Assessor's Office
• Daniel E. Fresquez	Special Projects Administrator	Assessor's Office

Project Information

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

Proposal Information

- Sequence of Events – pages 12 & 13
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 23.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation criteria outlined in the RFP (pages 25-26) will be scored by a five member evaluation committee.
- Preferences - (1 & 2 are State Preferences, one or the other)

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%, 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 Kenneth Quintana at kquintana@santafecountynm.gov. The last day for questions will be **Monday, September 24, 2018**. *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.*
(Please do not contact any other County Staff)
- Addendum will be issued on **Wednesday, September 26, 2018**. *(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 5, 2018
Time: 2:00PM (MDT)
Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM

PRE PROPOSAL MEETING

RFP# 2019-0079-AO/KQ

PRINTING SERVICES FOR NOTICE OF VALUE (NOV'S) AND
BUSINESS PERSONAL PROPERTY DECLARATIONS

SEPTEMBER 21, 2018

10:00AM (MDT)

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Kenneth Quintana	Santa Fe County	992-6745	kquintan@santafecountynm.gov
Chris Sanchez	Santa Fe County		Sanchezcl@santafecountynm.gov
Daniel Frosquez	Santa Fe County	986-6330	dfrsquez@santafecountynm.gov
CHERY JAMES	SANTA FE COUNTY	986-6367	clenque@santafecountynm.gov
Bill TAYLOR	SANTA FE COUNTY	986-6373	WTAYOR@SANTAFECOUNTYNM.GOV
Gail Williams	Automated Election	}	
Tiffani Ornel	Automated Election		Teleconference
Christy Reccond	Question &		
Anna Lisi	Master Touch		
David Lewiacki	Starline Printing	505-250-3897	dlewacki@starlineprinting.com



2018 NOTICE OF VALUE

GUS MARTINEZ

SANTA FE COUNTY ASSESSOR

P.O. BOX 126 • SANTA FE, NM 87504
Phone (505) 986-6300 • Fax # (505) 986-6316

E-mail: assessor@santafecountynm.gov

Website: www.santafecountynm.gov/assessor

Property listed and valued as of January 1, 2018

THIS IS NOT A TAX BILL

This is the only notice of value you will receive unless you are the owner of personal property or taxable livestock.

Parcel Number

Official Mailing Date

Protest Deadline

Online Protest - Key Code

INSTRUCTIONS FOR PROTESTING AND FILING OF EXEMPTIONS ARE ON THE REVERSE SIDE.
FOR ASSISTANCE, CALL (505) 986-6300, BETWEEN THE HOURS OF 8:00 AM - 5:00 PM MONDAY - FRIDAY.

▼ NET TAXABLE VALUES WILL BE ALLOCATED TO GOVERNMENTAL UNITS IN SCHOOL DISTRICT		ALWAYS USE PARCEL NUMBER AS REFERENCE
School District	UPC #	Property Use
Location Address		
Property Legal Description		
2017 (Last Year's) Property Value Information These values reflect analysis of 2016 market value		2018 (This Year's) Property Value Information These values reflect analysis of 2017 market value
Full Value - Land:	\$	Full Value - Land: \$
Agricultural Land:	\$	Agricultural Land: \$
Full Value - Structures:	\$	Full Value - Structures: \$
Total Full Value:	\$	Total Full Value: (Amount used in protests) \$
Taxable Value: (1/3 of Full Value)	\$	Taxable Value: 1/3 of Full Value \$
Head of Family Exemption	\$	Head of Family Exemption: See Back (3A) \$
Veteran's Exemption:	\$	Veteran's Exemption: See Back (3B) \$
Net Taxable Value:	\$	Net Taxable Value: \$
Value Freeze:		Value Freeze: See Back (2)
Disabled Veterans Exemption :		Disabled Veterans Exemption : See Back (3B)
2017 Tax Rate		*2018 Estimated Tax Rate
2017 Tax Amount:	\$	*2018 Estimated Tax Amount \$

* Disclaimer: The calculation of (the estimated) property tax may be higher or lower than the property tax that will actually be imposed.
* The "2018 Estimated Tax Amount" is calculated by multiplying the "Net Taxable Value" by the "2018 Estimated Tax Rate".
* The "2018 Estimated Tax Rate" is equal to the 2017 Tax Rate, unless the property has changed in use from residential to non-residential or vice-versa. Tax rates for the current year will be determined in September by the New Mexico Department of Finance and Administration.

This document constitutes a property owner's notice of valuation as required under section 7-38-20 of the New Mexico Property Tax Code.

Retain this portion for your records.

"Full Value" means the value determined for property taxation purposes. "Taxable value" is 33 1/3% of "Full Value." "Net Taxable Value" is "Taxable Value" less exemptions and is the value upon which tax is imposed.

↑ TO DETACH, TEAR ALONG PERFORATION

RETURN THIS PORTION TO THE ASSESSOR'S OFFICE IF APPLICABLE. SEE INSTRUCTIONS ON BACK.

Parcel Number

HEAD OF FAMILY EXEMPTION (IF YOU ARE CURRENTLY RECEIVING THE HEAD OF FAMILY EXEMPTION DO NOT FILL OUT)

I hereby certify that I am a resident of New Mexico as of January 1 of this year and the "head of family" as that term is defined in Section 7-37-4 of the Property Tax Code, and I hereby claim the exemption from the taxable value of the property provided by Section 7-37-4 of the Property Tax Code. I certify that the above information is true and correct and that this exemption is not being claimed in any other county.

Head of Family (Sign Here): x _____ (A)

AFFIRMATION

I do solemnly affirm to the best of my knowledge that the statements on this form completed and signed by me and the preceding list and description are full and correct statements of all property required to be reported pursuant to Section 7-38-8 of the Property Tax Code in this county on January 1 and all statements required to be made under the Property Tax Code, and I so affirm under pains and penalties of perjury.

Affirmed before me this _____ day of _____, 2018.

x _____ (B) _____ Assessor or Assessor's Employee
Property Owner or Authorized Agent (sign here)

CHECK OUT OUR NEW ONLINE FEATURES

- File Protests
- Paperless Notices
- File Business Personal Property
- How-to Videos
- Parcel Search
- Live Chat!

www.santafecountynm.gov/assessor

1 YOUR NOTICE OF VALUE IS THE KEY TO UNDERSTANDING YOUR PROPERTY TAX PROCESS

Each year the Assessor mails each property owner a "Notice of Value." This form serves to inform the owner of the total assessed value, the property description, and exemptions applied to the property. Santa Fe County typically mails notices on or around April 1st of each year. This form is an important step in the property tax process. Please read it carefully and follow the instructions on the back. The assessed value on the "notice" will be a factor in determining your property taxes. See example on back.

DISAGREE WITH YOUR VALUATION?

Property owners may appeal the value or classification determined for their property by filing a petition of protest with the county assessor within 30 days of the official mail date of the notice of value. Santa Fe County typically mails notices on or around April 1st of each year. Protest forms are available on our website or in our office.

2016



IAAO
PUBLIC INFORMATION
PROGRAM AWARD
OFFICE OF THE
SANTA FE COUNTY
ASSESSOR
SANTA FE, NEW MEXICO
2016



HELP GUIDE

NEW ONLINE FEATURES

"IT'S YOU WE VALUE"





@sfcassessor

2017



THOMSON REUTERS
PUBLIC
SECTOR
CHAMPION

2 Limitation on Valuation Increases for Residential Real Property

Santa Fe County re-appraises property each year. The total value determined by the assessor for real property each tax year is based on the market value of the property in the prior year. For example your 2015 notice of value will reflect a 2014 market value. However, there are restrictions against increasing residential property valuations, i.e. houses, apartments, manufactured homes. Under state law, valuation increases on residential property must not exceed 3 percent per year of the prior year's assessed value. Example:

2015 Assessor's Full Value was \$100,000
 2016 Assessor's Full Value can not exceed \$103,000
 2017 Assessor's Full Value can not exceed \$106,090

**There are some exceptions to the limitation.
 The limitation does not apply to:**

Property that has changed in ownership due to a sale. In this case the valuation cap is removed in the tax year after the sale date and the Assessor's valuation must be changed to reflect the market value of the year of the sale date. This is especially important to potential home buyers. Please be aware of the potential increase in property valuation that could lead to increased taxes.

Property that is placed on the tax rolls for the first time such as a new home.

Any new improvements made to property in the year prior to current tax year such as additions or outbuildings.

Property whose use or zoning has changed.

www.santafecountynm.gov/assessor

3

TAXPAYER BENEFITS & EXEMPTIONS DO YOU QUALIFY FOR A TAX PAYER BENEFIT? HEAD OF FAMILY EXEMPTIONS

The Head of Family Exemption is a \$2,000 reduction of the taxable value of your residential real estate. Only one person in a household may qualify as Head of Family, and it may only be applied in one county in the state. Essentially, any New Mexico resident who provides more than half the cost of support to the household may qualify. Dependents are not a requirement. By claiming this exemption your savings in taxes will depend on which tax district your property lies.

VETERAN'S EXEMPTION

The Veteran's Exemption is a \$4,000 reduction in the taxable value of your real estate. Any honorably discharged veteran (or the veteran's unmarried surviving spouse) who has applied with the New Mexico Department of Veteran's Services and has been issued a "certificate of eligibility" may qualify for this benefit. For first time applicants, the certificate must be presented to the Assessor's Office within the deadline. Once the exemption is claimed and applied, it remains applied to the property until the ownership of that property changes. With this exemption your savings in taxes will depend on which tax district your property lies.

100% DISABLED VETERAN

Any veteran who is deemed 100 percent disabled (or the veteran's unmarried surviving spouse) who has applied with the New Mexico Department of Veteran's Services and has been issued a "certificate of eligibility" may qualify for a 100 percent exemption from property taxes on his or her place of residence. Once the exemption is claimed and applied, it will remain applied to the property until the ownership of that property changes. Other circumstances may apply.

VALUATION FREEZE

If you are 65 years or older or permanently disabled (at any age) AND had a modified gross income of \$32,000 or less in 2017, you may apply for a property valuation freeze for your residence. Application must be submitted along with proof of income, age & disability. Freezing your valuation will help minimize your property value increases. An owner who has claimed and been allowed the limitation of value for the three consecutive tax years immediately prior to the 2018 tax year need not claim the limitation for subsequent tax years if there is no change in eligibility. The Assessor will continue to apply the limitation automatically until a change in eligibility occurs and is reported by the owner.

WHEN IS THE DEADLINE TO APPLY?

The deadline for claiming the head of family, veterans, 100 percent disabled veteran's exemptions, as well as the valuation freeze is 30 days after the official date of mailing as indicated yearly on the Assessor's official "Notice of Value." Santa Fe County typically mails notices on or around April 1st of each year. You can apply in person or by mail. Veteran Exemptions must be claimed in person.

4

Assessor's Appraised Value	Taxable Value	Tax Rate	Taxes Due
$\$150,000 \div 3 = \$50,000 \times 0.023363 = \$1,168.15$			

How Exemptions Affect Your Value

Taxable Value	\$50,000
Head of Family Exemption	\$2,000
Veteran Exemption	\$4,000
Total Exemptions	\$6,000
Net Taxable Value	\$44,000
Net Taxable value \times Tax Rate	$\$44,000 \times .023363$
Taxes Due	\$1,027.97

Savings with Exemptions = \$140.18

*Tax Rate = for example purposes only

5

Why did my property value increase up to 3% this year when the market has been declining?

Most likely the value on your residential property assessment increased 3% because the assessor's valuation has been capped in prior years while the market was increasing by much more than 3%. It may have been capped between one and fourteen years, depending on how long you have owned your home. The law went in to effect in 2001. The assessor's capped value may be very low relative to the real time market value and therefore may not reflect the current market value, thus it must be re-appraised and may be increased by up to 3% per year

6

DISCLOSURE OF SALES PRICE

New Mexico law requires the disclosure of residential sales information to the County Assessor's Office. This must be accomplished by filing a notarized affidavit at the Assessor's office within thirty days of the date of filing a deed, real estate contract or memorandum of real estate contract with the County Clerk. All information collected is required to be kept confidential with the Assessor's office, and will not be made available as public information. Failure to comply with the law could result in a conviction of a misdemeanor and punishable by the imposition of a fine of not more than one thousand dollars (\$1,000).

7

REPORTING IMPROVEMENTS

All property owners who have made improvements to their real property in the preceding tax year, and costing more than \$10,000 must report this information to the Assessor's Office by the last day of February of each year. This includes all new construction such as: new homes, structures, additions, and any other changes or improvements. Please do not rely on outside parties such as title companies to complete this reporting requirement for you. Property that has not been reported may be subjected to the imposition of back taxes for up to ten years.