

**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*

February 6, 2018

**SANTA FE COUNTY**  
**IFB# 2018-0241-PW/KE**  
**STENOGRAPHY AND**  
**TRANSCRIPTION SERVICES**

**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 IFB as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

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**ATTACHMENTS: NONE**

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QUESTION 1: Would the County consider remote Stenography & Transcription? Including firms from outside the United States?

**ANSWER 1: No the County will not consider remote Stenography & Transcription.**

QUESTION 2: Are all meetings required to have the Stenography & Transcription done in person?

**ANSWER 2: Yes, All meetings require that the Stenography and Transcription be done in person.**

QUESTION 3: Can the response to the IFB be submitted via email?

**ANSWER 3: No, the response to the IFB must be received either by mail or hand delivered to the Procurement Manager by the deadline of Thursday, February 22, 2018, 2:00PM for a public opening at: 142 W. Palace Avenue, Santa Fe, NM 87501. Any bid package received by the Purchasing Division after this date and time will not be considered and will be rejected by Santa Fe County.**

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.

Bidders are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Senior Procurement Specialist at [kkemery@santafecountynm.gov](mailto:kkemery@santafecountynm.gov).