

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 26, 2018

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

ADDENDUM NO. 2

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. 2. This documentation shall become permanent and made part of the departmental files.

Attachment C: Current Contract with price list

Question# 1- Who is your current vendor?

Answer# 1- Peregrine Corporation.

Question#2 - It appears from the previous RFP, Santa Fe County had the option to renew the contract, but that does not seem to have occurred. Was this due to quality of service or a pricing change?

Answer# 2 - [the County has the option to rebid goods and services annually, to obtain the best price and services]

Question# 3 - What did you pay for postage in your latest mailing? How many envelopes did that include?

Answer# 3 - \$37,300.00 and it included 90,758 envelopes.

Question# 4- Do you desire lower postage costs or lower printing costs? Or do you hope to reduce costs in both areas?

*Answer# 4 - **The County is always seeking the best value and cost for County Taxpayers.***

Question# 5- Do you seek the lowest price or the most qualified vendor?

*Answer# 5 - **Qualifications will be the primary determination and cost will be negotiated.***

Question# 6 - Is there a service not being provided to you by your current vendor that you would like? If so, what would that service be?

*Answer# 6 - **No, but the County is interested in emailed Notice of Value.***

Question# 7 - Do you prefer local vendors? If so, is that due to concerns about delivery speed?

*Answer# 7 - **Not necessarily. Offerors that provide a County Local Preference Certificate will receive additional points, as stated in the RFP.***

Question# 8 - Can you provide current pricing or pricing that won the previous contract?

*Answer# 8 - **Please see Attachment C for our current price list.***

Question# 9 - Can you please give clarification on page 7, item g. (Dot color envelopes/zip code). The dot appears to be on the Notice of Valuation as well.

*Answer# 9- **The dot will be on the Notices but visible through the window of the envelope.***

Question# 10 - Can the finalist oral presentation be done by video conference?

Answer# 10 – If Oral Presentations are required; the County will consider a live virtual conference presentation. This will be addressed with the finalists, if oral presentations are necessary.

Question# 11 - NCOA do you want 18 or 48 months?

Answer# 11 – If we choose between the two, 18.

Question# 12 - Are the quantities provided in the scope of work to be mailed or are any e-statement accounts excluded?

Answer# 12 – That will be at the discretion of the Assessor. None to be excluded.

Question# 13 - On page 23, it states that all proposals are limited to 15 pages. Does this mean 15 sheets of paper, 7 sheets of paper, or 8 sheets of paper?

Answer# 13 - Each double sided sheet will be counted as 2 pages; as an example, 7 double sided sheets and 1 single sided sheet will be counted as a total of 15 pages.

Question# 14 - Regarding the Fee Count Summary where it states, '...every notice will be accounted for from the tape provided by the county to the notice being placed in the mail.' How is the data transmitted?

Answer# 14 – The County Assessor no longer transmits the data by tape. The data for the print is now transmitted in Excel format, either by CD or FTP. If the Offeror requires a different format, it should be specified in their proposal.

Question# 15 - What are your expectations regarding data retention?

Answer# 15 - The County Assessor will retain the data under our data retention policy.

Question# 16 - Are any notices combined?

Answer# 16 - No.

Question# 17 - Please provide samples of the Times and Totals Audit Report, Fault Summary, and Fee Count Summary.

Answer# 17 - Will be provided to selected Offeror.

Question# 18 - Will you accept a file delivered electronically instead of a DVD/CD for the digital copies?

Answer# 18 – No, we require a physical media deliverable for the digital/copies. Samples of forms populated for pre-printing, testing purposes can be delivered electronically.

Question# 19 - When is data sent for the NOV? When is data sent for the Business Personal Property Declarations?

Answer# 19 – Notice of Value data is sent March 1st; Business Personal Property Declarations data is sent November 1st.

Question# 20 - Will a bid that outsources the mailing portion of this to a local company that has the Intelligent Inserting equipment be considered? With appropriate letters of confidentiality etc.?

Answer# 20 - No. Outsourcing the mailing portion will not be considered.

Please add this Addendum No. 2 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.

EXHIBIT A
COST PROPOSAL

Business Personal Property Declarations with Cover Letters

- Two pages, 8 ½" x 11" laser statements, printed with two (2) colors (red and black) on front and back, using 20# white paper stock.
- One page, 8 ½" x 11" laser statements, 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 ½" x 14" laser statements, 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.

\$.128 each piece

Notice of Value - Real Property (No Insert)

- One page, 8 ½" x 14" laser statements, 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.

\$.128 each piece

Notice of Value - Manufactured Homes (No Insert)

- One page, 8 ½" x 14" laser statements, 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 ½" x 14" laser statements, 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 ½" x 14" laser statements, 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 ½" x 11" flyers, printed in full color on front and back (see attached example), using 80# gloss text paper stock.
- Approximately 67,000 units.

\$.06 each piece

DVD with black and white images of every Notice of Value (NOVs) printed, as described under Imaging Services

\$200.00

USB Hard Drive with color images of every Notice of Value (NOVs) printed, as described under Imaging Services

\$625.00

FTP the colored images to the Assessor's Office

\$225.00