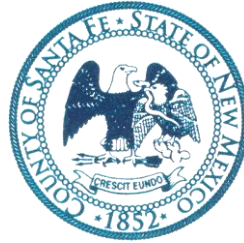


**Henry P. Roybal**  
*Commissioner, District 1*



**Kathleen Holian**  
*Commissioner, District 4*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Liz Stefanics**  
*Commissioner, District 5*

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

**Katherine Miller**  
*County Manager*

November 23, 2016

**SANTA FE COUNTY**  
**IFB#2017-0146-UT/KO**  
**PRINTING, INSERTION, AND**  
**MAILING SERVICES FOR MONTHLY**  
**BILLING STATEMENTS**

**ADDENDUM #2**

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

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**ATTACHMENT A: SAMPLE CUSTOMER BILL FRONT AND BACK**  
**ATTACHMENT B: SAMPLE MAILING ENVELOPE #10**  
**ATTACHMENT C: SAMPLE INSERT ENVELOPE #9**

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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- Are the present #10 security envelope single window envelope with black ink on the front, and the #9 security envelope is also a single window envelope with ink on the front?

Answer# 1- **The #10 security envelopes are presently double window. The #9 is a single window. They both currently are in black ink.**

Question# 2- Can we provide a sample of the utility bill for review?

Answer# 2- **Yes, refer to attachments A, B, and C of this Addendum.**

Question# 3- Please explain the County's requirements for Electronic Mail?

**Answer# 3- A list of customer's email address will be provided and when billing is ready to be sent out instead of a particular customer receiving a paper copy they will be receiving an electronic copy. This will mainly a function of our billing software, however, if needed can this be accomplished.**

Question#4- Is it okay to mail from an out of State Location?

**Answer#4- It is allowable, but not preferred.**

Question#5- What is the process in getting an in-state resident business application?

Answer#5- Certificates are issued by New Mexico State Taxation and Revenue Department, for more information contact New Mexico Taxation and Revenue Department by phone (505) 827-0700 or by visiting their website at <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

Please add this Addendum #2 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).

\*1178\*



**SANTA FE COUNTY WATER UTILITIES**

Mailing: PO Box 276 Santa Fe, NM 87504  
 Physical: 424 NM 599 Santa Fe, NM 87507  
 Phone: (505) 992-9870  
 Emergencies: (866) 885-6623

UTILITIES DIVISION

**SAMPLE CUSTOMER BILL**

10-1  
 CUSTOMER NAME  
 CUSTOMER ADDRESS  
 SANTA FE NM 87504



**STAGE 2**  
**Water Emergency Rules**  
**Mandatory Water Use Restrictions**

1. 3 Days per Week Outdoor Watering Restrictions:
  - ❖ Odd-addresses: Tuesday, Thursdays, and Saturdays
  - ❖ Even-addresses: Wednesdays, Fridays, and Sundays
2. No new turf seed or sod may be planted
3. Water is Not Allowed to Leave Intended Irrigated Area or off property
4. Washing Hard Surfaces (e.g. patios, driveways, etc.) is Prohibited
5. Vehicle Washing at Residences is Prohibited
6. Only Recirculating Ornamental Fountains, Pools and Spas Allowed
7. Water Use Violation Fees:
  - ❖ Violating the restrictions described above and other restriction results in citations:
    - 1<sup>st</sup> Citation: \$20
    - 2nd Citation: \$50
    - 3rd and subsequent Citations: \$100
  - ❖ Water service may be disconnected for repeat violators.

BOOK:	6	ACCOUNT:	12001	ACTIVITY	DAYS	SERV SERVICE	PRIOR	PRESENT	USAGE	CHARGES	PRIOR YR
						CODE DESCRIPTION	READING	READING			USAGE
SERVICE ADDRESS				PREV BALANCE						.00	
20 CALLE MILPA				1.5% PENALTY:						.00	
SANTA FE NM 87504				ADJUSTMENT		10/07/2016				3140.00	
				PAYMENT:		10/12/2016				3140.00	
FROM:				BILL		55 WATER/RES 5/8"				14.50	
TO:				BILL		N9 CONSERV. FEE/RES.					
BILL DATE:				TAX		TX1				.73	
READ DATE:											
DUE DATE:											
NEXT READ DATE:											

DUE BY: 11/20/2016 15.23  
 DUE 10 DAYS AFTER: 11/20/2016 15.45

\*\*\* RETURN THIS PORTION WITH YOUR PAYMENT \*\*\*

BOOK: 6 ACCOUNT: 12001  
 CHRIS HILL  
 PO BOX 331336  
 SANTA FE NM 87504

DUE BY: 11/20/2016 15.23  
 DUE 10 DAYS AFTER: 11/20/2016 15.45

(B{B{FuB{B{SdB{Qt)

SERVICE ADDRESS  
 20 CALLE MILPA  
 SANTA FE NM 87504  
 FROM: TO: 10/17/2016  
 BILL DATE: 10/24/2016 NEXT READ DATE: 11/14/2016

\*\* DUE DATE: \*\* 11/20/2016

WATER RATES & FEE SCHEDULE

WATER METER BASE CHARGE PER MONTH		
Meter Size	Residential	Non-Residential
5/8"	\$14.50	\$30.68
3/4"	\$15.68	\$43.59
1"	\$17.99	\$69.42
1 1/2"	\$38.99	\$133.99
2"	\$40.42	\$211.46
3"	\$61.08	\$407.77
4"	\$484.45	\$484.45
6"	\$964.05	\$964.05
8"	\$1,539.58	\$1,539.58
10"	\$2,138.00	\$2,138.00

WATER USAGE CHARGE PER MONTH PER 1,000 GALLONS		
Quantity	Residential	Non-Residential
First 5,000 Gallons	\$6.12	\$5.91
Next 5,000 Gallons	\$8.43	\$8.16
Next 5,000 Gallons	\$13.02	\$12.65
Above 15,000 Gallons	\$17.62	\$17.07

Quantity	Wholesale 1	Wholesale 2	Mutual Domestic
Per 1,000 Gallons	\$5.47	\$4.01	\$3.22

\*Wholesale 1 - Potable Water \*Wholesale 2 - Non-Potable Water

WATER SERVICE CONNECTION FEE				
Meter Size	Residential	Non-Residential	Wholesale	MD/Gov/Inst
5/8" - 3/4"	\$2,750	\$2,750	\$2,750	\$2,750
1" - 1 1/2"	\$3,385	\$3,385	\$3,385	\$3,385
2" - 3"	\$6,835	\$6,835	\$6,835	\$6,835
4"	\$18,602	\$18,602	\$18,602	\$16,742
6"	\$31,925	\$31,925	\$31,925	\$28,727
8"	\$92,377	\$92,377	\$92,377	\$83,135
10"	\$129,769	\$129,769	\$129,769	\$116,792

WATER SERVICE STANDBY FEE / RECONNECT FEE / SURCHARGE	
Standby Fee	\$3.55 Per Month
Reconnect Fee	\$90.00
State Surcharge per 1,000 Gallons	\$0.03

BULK WATER	
Commercial	\$0.02 per gallon
Residential	\$0.01 per gallon

FIRE SERVICE LINE (PER MONTH)		
Meter Size	Residential	Non-Residential
3"		\$21.19
4"		\$34.68
6"		\$68.39
8"		\$108.84
10"		\$159.89

FIRE HYDRANT (PRIVATE)
\$200.00 PER YEAR

SEWER RATE & FEE SCHEDULE

SEWER BASE RATE PER MONTH	
All Sewer Services	\$6.54

SEWER USAGE RATE PER MONTH		
Quantity	Residential	Non-Residential
Per 1,000 Gallons	\$3.50	\$3.50

Based on Average monthly winter usage (December, January, February)

SEWER SERVICE CONNECTION FEE		
Fixture Unit Equivalents (FUE)	Residential	Non-Residential
First 20	\$180	\$10 Each
>20	\$10 Each	\$10 Each

SEWER SERVICE STANDBY FEE	
All Lots	\$7.00 Per Month

Late Payment Penalty of 1.5% per month of Total Balance in Arrears  
Insufficient Funds Penalty: As Determined by County Treasurer

**AFTER HOUR EMERGENCY**  
**1-866-885-6623**

Santa Fe County Water Utilities  
Physical: 424 NM Highway 599  
Santa Fe, NM 87507  
Mailing: P.O. Box 276  
Santa Fe, New Mexico 87504  
505-992-9870  
[www.santafecounty.org](http://www.santafecounty.org)

Resolution #2011-79

Updated 01/14/13

Remit to:

Santa Fe County Utilities  
PO Box 276  
Santa Fe NM 87504-0276



Presorted First Class  
U.S. Postage  
PAID  
QIM



**SANTA FE COUNTY WATER UTILITIES**

Mailing: PO Box 276 Santa Fe, NM 87504  
Physical: 424 NM 599 Santa Fe, NM 87507  
Phone: (505) 992-9870  
Emergencies: (866) 885-6623

Attachment B

SAMPLE MAILING ENVELOPE #10

10-1  
CUSTOMER NAME  
CUSTOMER ADDRESS  
SANTA FE NM 87504



87504>0276

SAMPLE INSERT ENVELOPE #9



Postage  
Required.  
Post Office will  
not deliver  
without proper  
postage.

Attachment C

