



**AGENDA FOR
WEBEX PRE-BID MEETING
IFB# 2022-0120-UT/KE
UTILITY BILL PRINTING AND MAILINGS
January 26, 2022
1:30 PM MST**

Contracting Agency: Santa Fe County Public Works Department

- | | | |
|---------------|-------------------------------|-------------------------|
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Karen Emery | Procurement Specialist Senior | Purchasing Division |
| • Ira Roybal | Administrative Manager | Public Works Department |
| • P.J. Griego | ASD Director | Public Works Department |

Project Information

The Selected Service Provider shall provide monthly billing statement printing of variable data, the related inserting and mailing services for Santa Fe County Utility billing statements and design of a custom bill template.

BID SHEET

All bid documents must be completed and submitted at the time of bid.

The bid documents are available on page 16 of the IFB or by contacting Karen K. Emery at kemery@santafecountynm.gov ***OR on the County website:***
http://www.santafecountynm.gov/asd/current_bid_solicitations

BID Information

- | | |
|---------------------------------|--|
| • Basis of Award | The lowest, responsive Base Bid Total. The County reserves the right to cancel the award if there are not sufficient appropriations available; |
| • Last Day for questions | Wednesday, February 2, 2022, 5:00 pm Via e-mail to |

Karen K. Emery at kkemery@santafecountynm.com

- **Addendum Issued** Wednesday, February 9, 2022 to all who have signed in at today's meeting and posted to the Santa Fe County website.
- ****Bid Schedule:**
Date extension: *Bid Opening:* **Thursday, February 24, 2022, at 2:00 pm**
Location: Santa Fe County Purchasing Division
(Mail or in 102 Grant Avenue, First Floor
Person) Santa Fe, NM 87501

If in person all bidders must wear a mask and only one person per a company.

OPEN FOR QUESTIONS
All questions must be submitted in writing