

**SANTA FE COUNTY
TREASURER'S OFFICE**

REQUEST FOR PROPOSALS (RFP)



**PRINTING AND MAILING OF TAX BILLS
NM Commodity**

**Code(s):96546,96603,96616,96625,96627,
96631,96676,20864,31067**

RFP NO. 2025-0219-TRS/TS

APRIL 2025

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**I. ADVERTISEMENT
SANTA FE COUNTY
PRINTING AND MAILING SERVICES OF TAX BILLS
RFP NO. 2025-0219-TRS/TS**

The Santa Fe County Treasurer's Office is requesting proposals for the purpose of procuring services for Printing and Mailing of Tax Bills.

A completed proposal shall be submitted in a sealed container indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container. **All proposals must be received by 2:00 pm on May 29, 2025**, at the Santa Fe County Purchasing Division, 102 Grant Avenue, P.O. Box 276, Santa Fe, NM 87504-0276. **Submission of Proposals will also be accepted electronically utilizing Dropbox. Please utilize the link to upload your proposal submission.**

<https://www.dropbox.com/request/sRMJchgC0JFm32vFlidf>

By submitting a proposal for the requested services each Offeror is certifying that it is qualified, and its proposal complies with the requirements stated within the Request for Proposals. All proposals submitted shall be valid for ninety (90) days subject to action by the County. Santa Fe County reserves the right to reject any and all proposals in part or in whole

A **Pre-Proposal Conference** will be held on **April 30, 2025 at 1:30 pm**. Attendance at the pre-proposal conference is not mandatory but strongly recommended. **Teams Link:**

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 241 571 333 446 4

Passcode: SF6i6YH6

Dial in by phone

[+1 773-352-2011,716271332#](tel:+17733522011716271332) United States, Chicago

[Find a local number](#)

Phone conference ID: 716 271 332#

EQUAL OPPORTUNITY EMPLOYMENT: All qualified Offerors will receive consideration of contract(s) without regard to race, color, religion, sex, national origin, ancestry, age, physical and mental handicap, serious mental condition, disability, spousal affiliation, sexual orientation or gender identity.

Request for proposals will be available by contacting Timothy Sintas, Procurement Specialist, Senior, 102 Grant Avenue, P.O. Box 276, Santa Fe, New Mexico 87504-0276, by telephone at

(505) 992-6745 or by email at tsintas@santafecountynm.gov or on the website at:
http://www.santafecountynm.gov/asd/current_bid_solicitations.

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT
BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.

Santa Fe County Purchasing Division--Advertised: April 20, 21 2025.

II. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

In accordance with NMSA 1978, Section 7-38-36 (B), upon receipt of the property tax schedule, the County Treasurer shall prepare and mail property tax bills to either the Owner of the property or any person other than the owner to whom the tax bill is to be sent. Tax bills shall be sent no later than November 1st of every year.

The Santa Fe County Treasurer's Office and the Procurement Division are soliciting Printing and Mailing of Tax Bills. Santa Fe County is seeking a one source supplier to design, print, variable image, CASS certify, NCOA certify and prepare for mailing. The successful offeror must comply with the specifications exactly as required in this Request for Proposals.

B. SCOPE OF WORK

1. General Specifications

- 1) Selected offeror will provide full and complete professional technical services for a two-way mailing system to convey tax bills from Santa Fe County to its taxpayers. Selected offeror will produce the tax bills as well as the accompanying remittance envelopes to the taxpayer. (See Appendix F for Santa Fe County tax bills and envelopes samples).

- 2) The estimated mailing counts are as follows:

DESCRIPTION	<u>QUANTITY</u>
Property Tax Bill	48,000
Monthly Payment Plan Insert	48,000
Tax Bill Informational Notice	25,000
Mobile Home Property Tax Bill	6,500
Personal Property Tax Bill	2,300
Corporate Property Tax Bill	<u>500</u>
TOTAL	130,300

- 3) Variable information to be imaged on tax bill will be provided on tape by Santa Fe County.
- 4) The envelope provided to the taxpayer as a means to return payment to the County must incorporate a security device to obscure the view of any check or other payment document enclosed.

- 5) The tax bill must be of a design and printed in such a manner as to be readable by a document reader.
- 6) Selected offeror will be required to work closely with the Office of the County Treasurer and appropriate office staff to insure on-time mailing of tax bills.
- 7) Proofs will be required, and must be approved by the County Treasurer prior to mailing. Outgoing mailing pieces with tax bills enclosed, First Class Permit and any other required postal indicia properly affixed must be delivered fully sealed, addressed and pre-sorted.
- 8) This presort must meet all current postal reform act requirements. The tax bill must be delivery point bar coded to meet and maximize postal discounts. All tax bills shall be delivered to the U.S. Post Office, Main Office, Santa Fe, N.M. for mailing.
- 9) This RFP is to be awarded on an all or none basis and offeror must reside in the State of New Mexico. Santa Fe County reserves the right to refuse any and all proposals.

2. Tax Bills

- 1) The Tax bill size shall be “8 ½ x 17”. Tax bill must incorporate two (2) payment coupons as an integral part of the form. Coupons must be removable and of a size compatible with barcode, a coupon filing system. Each payment coupon must contain a 5/8” clear band for OCR character encoding.
- 2) Imaged monthly payment plan insert “8 ½ x 11” statement, printed on one (1) color (blue) on front and back, using 20# white paper stock.
- 3) Tax bills shall be printed on 24# OCR white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayer’s copy. The form must also incorporate a Code 3 of 9 barcode that aligns a #11 special double window envelope.
- 4) Forms shall be printed in a scheme of two (2) over two (2). There will be two formats used in the tax-billing period.
- 5) Tax bill mailing piece will consist of the imaged tax bill, the monthly payment plan application, outgoing #10 special double window envelope, and two return envelopes. Both envelopes must be of a postal service approved size and design to facilitate economical postage and handling costs.
- 6) Images of all Tax Bills printed must be provided for future reference. The images must be provided in PDF format, must be indexed, and must be delivered to the Treasurer’s Office in form of CD, or FTP file on or before the mailing date

of the tax bills.

3. Technical Services

- 1) The professional technical services provided by the contractor must include on-site programming personnel to assist Santa Fe County in preparing data for the tax bill mailing. The services may include, but are not limited to, a programmer who will work with our billing data file to align raw data with the required bill template headers.
 - a. The programmer will also need to account for various types of exemptions that affect how net taxable value is calculated. For example, bankruptcies must be handled differently, and accounts with agricultural or grazing exemptions require special calculations, as these exemptions modify the land value. Additionally, the programmer must ensure that the raw data accurately reflects the distribution breakdown of funds and indicates where those funds are allocated.
- 2) Contractor will be required to accomplish all work connected with this project within the State of New Mexico to facilitate easier management of the technical requirements, testing and programming exceptions that could develop.
- 3) Offeror must guarantee that all mailing pieces, (outgoing and incoming envelopes) will meet all postage requirements as to postage permits indicia, bar coding, address location on outgoing and return envelopes as well as all other printing on envelopes.
- 4) Imaged addresses on outgoing mailing pieces must be presorted zip code order. All work is to be done in-house by the selected vendor.
- 5) All printouts or other matter provided by Santa Fe County or duplicates of items provided by Santa Fe County must be kept accountable and under strict security to prevent release to any unauthorized person or parties.
- 6) Variable information is to be placed by computerized printing laser, inkjet or high-speed impact, directly on face of the tax bill, and must be of legible, easy to read font size.
- 7) A concise print of the bar code is required to insure accurate processing by bank readers.
- 8) Selected offeror must maintain a thorough quality assurance and verification program to guarantee 100% deliverability of imaged tax bills. Selected offeror shall assume responsibility for any and all damaged or destroyed tax bills during the printing process.

4. Additional Instructions

- 1) Santa Fe County will provide magnetic tapes 9 track, 1600 or 6250 bpi, EBCDIC, CDs, FTP Transmittal, or Zip Disk for laser imaging formatting by offeror onto the form as described above.
- 2) Tapes must be returned to Santa Fe County after offeror has completed project.
- 3) All magnetic tapes provided by County or duplicates made by the offeror and resultant print-outs must be kept accountable and under strict security to prevent their release to any unauthorized person.
- 4) Offeror must guarantee all tax bills will be mailed per the records provided on magnetic tape.
- 5) Any tape errors must be reported to County within five (5) days of receipt of County tapes by offeror so that corrective action can be taken.
- 6) All necessary testing to be done by offeror will assure 100% retrieval of all data.
- 7) Before final acceptance of testing, a printed sample shall be submitted for final proofing to the Santa Fe County Treasurer Patrick “Pat” Varela, P.O. Box T, Santa Fe, New Mexico 87504, telephone (505) 986-6245.
- 8) All programming or reformatting costs are to be included in vendor’s overall price offer.
- 9) Offeror shall guarantee under a penalty provision to be included in the contract that all tax bills will be mailed by November 1st of the current tax year regardless of any unforeseen circumstances that might arise.

5. Performance Assurance

- 1) A scheduling calendar shall be established between the Office of the Treasurer and the selected offeror for the Tax Bills to include a Test Run Schedule, Production Schedule, a list of knowledgeable contact people, etc.
- 2) The calendar shall be adhered to as closely as possible to avoid communication and scheduling problems.
- 3) Selected offeror must supply complete proofs to the County Treasurer within two (2) weeks of contract award.
- 4) Should a printing, mailing or imaging error be identified and associated with any human or mechanical error on the part of the awarded contractor, the contractor will reprint, mail and reimaged all potentially affected items at no additional cost to the Treasurer’s Office.

- 5) Subsequent mailing will include a single one page, 8 ½” x 11” sheet, designed by the Treasurer’s Office, indicating the reason for the subsequent mailing.
- 6) Any unused blank forms will be returned to the Treasurer’s Office along with the corresponding number of envelopes.
- 7) *TAX BILLS SHALL BE DELIVERED TO THE POST OFFICE NO LATER THAN NOVEMBER 1st OF THE CURRENT TAX YEAR.*
- 8) Failure to meet the November 1st deadline as per the specifications will result in penalty of 10% of contract amount per day after November 1st of the current tax year up to a maximum of 50% of the total contract amount.
- 9) A performance bond in the amount of the contract will be required of the successful vendor.

INSURANCE REQUIREMENTS

The insurance required by Offeror are listed below.

1. General Conditions. Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.
2. General Liability Insurance, Including Automobile. Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for County by Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. County of Santa Fe shall be a named additional insured on the policy.
3. Workers’ Compensation Insurance. Contractor shall comply with the provisions of the Workers’ Compensation Act.
4. Professional Liability Insurance. The Contractor shall procure and maintain during the life of this Agreement a Professional Liability Insurance.
5. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), Contractor shall increase the maximum limits of any insurance required herein.

C. DESIGNATED PROCUREMENT SPECIALIST

The County has designated a Procurement Specialist who is responsible for the conduct of this procurement whose name, address and telephone number is listed below. All deliveries via express carrier should be addressed as follows:

Timothy Sintas, Procurement Specialist Senior
Santa Fe County Purchasing Division
102 Grant Avenue, First Floor
Santa Fe, NM 87501
Phone: (505)992-6745
Email: tsintas@santafecountynm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Specialist in writing. **Offerors may ONLY contact the Procurement Specialist listed above regarding the procurement. Other County employees do not have the authority to respond on behalf of the County.**

D. DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this procurement document.

“BCC” means the Santa Fe County Board of County Commissioners

“Close of Business” means 5:00 PM Mountain Standard Time or Mountain Daylight Time, whichever is in effect on the date given.

“Contract” or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

“Contractor” means a successful offeror who enters into a binding contract.

“County” means Santa Fe County.

“Determination” means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

“Desirable” The terms “may”, “can”, “should”, “preferably”, or “prefers” to identify a desirable or discretionary item or factor (as opposed to “mandatory”).

“Evaluation Committee” means a body appointed by the County management to perform the evaluation of offeror proposals.

“Finalist” is defined as an offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the offeror’s proposal.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the County and the State of New Mexico to make all procurement determinations pursuant to NMSA 1978, Chapter 13 of the State Procurement Code and County Purchasing Regulations and Policies.

“Purchasing Division” means the Santa Fe County Purchasing Division, County Manager Department.

“Procurement Specialist” means the person or designee authorized by the Procurement Manager to administer and manage the procurement.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the RFP.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Specialist Sr. will make every effort to adhere to the following schedule:

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issuance of RFP	Purchasing Division	April 20,21 2025
2. Pre-Proposal Conference	Owner/Offerors/ Purchasing	April 30, 2025
3. Acknowledgement of Receipt Form	Offerors	May 01, 2025
4. Deadline to Submit Additional Questions	Offerors	May 09, 2025
5. Response to Written Questions	Purchasing Division	May 15, 2025
6. Submission of Proposal (2:00 PM)	Offerors	May 29, 2025
7. Proposal Evaluation Review	Evaluation Committee	June 04, 2025
8. Selection of Finalist(s)	Evaluation Committee	June 2025
9. Oral Presentation by Finalists (if applicable)	Offeror	June 2025
10. Contract Negotiations	County, Offeror	June 2025
11. Contract Award	Purchasing Division	June 2025

Note: *If the Evaluation Committee makes a selection at the Selection of Finalists, event 9 will not occur.*

B. **EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in Section III, Paragraph A.

1. **Issuance of RFP**

This RFP is being issued by the Santa Fe County Finance Department and the Purchasing Division.

2. **Pre-Proposal Conference**

A Pre-Proposal Conference is scheduled to occur on the date indicated in the Sequence of Events at Section III.A. Questions may be submitted at the Pre-Proposal Conference and until the date indicated in the Sequence of Events at Section III.A. **All questions must be in writing and e-mailed to tsintas@santafecountynm.gov.** A public log will be kept of the names of potential offerors who attended the Pre-Proposal Conference.

3. **Acknowledgement of Receipt Form**

Potential offerors should hand-deliver, return by or e-mail the Acknowledgement of Receipt Form provided as Appendix A to have its name and firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on ***May 01, 2025***.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP addenda.

4. **Deadline to Submit Additional Written Questions**

Potential offerors may submit written questions regarding this RFP until the close of business on the date indicated in the Sequence of Events at Section III.A. All written questions must be addressed to the Procurement Specialist, listed in Section II.E and sent via facsimile or e-mail. ***Any contact with any other County staff member or persons other than the Procurement Specialist named in this solicitation may be grounds for disqualification.***

5. **Response to Written Questions**

Written responses to written questions and any RFP addenda will be distributed on the date indicated in the Sequence of Events at Section III.A, to all potential offerors whose names appear on the procurement distribution list.

Additional written requests for clarification of distributed answers or addenda must be received by the Procurement Specialist no later than one (1) day after the answers or addenda were issued.

6. **Submission of Proposal**

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGERS, OR DESIGNEE NO LATER THAN 2:00 PM, May 29, 2025. *Proposals received after this deadline will not be accepted.* The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Specialist at the address listed in Section II.E. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's Request for Proposals No.2025-0219-TRS/TS. **Proposals may also be submitted electronically via Dropbox at the link provided below.**

<https://www.dropbox.com/request/sRMJchgC0JFm32vFlidf>

Proposals must be delivered to:

Timothy Sintas, Procurement Specialist Senior
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501

A public log will be kept of the names of all offeror's who submitted proposals. Pursuant to NMSA 1978, Section 13-1-116, the contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

7. **Proposal Evaluation**

The evaluation of proposals will be performed by an Evaluation Committee appointed by the Procurement Specialist. This process will take place during the timeframe indicated in the Sequence of Events at III.A. During this time, the Procurement Specialist may initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. **Discussions SHALL NOT be initiated by the offerors.**

8. **Selection of Finalists (If Applicable)**

The Evaluation Committee may select and the Procurement Specialist may notify the finalist offerors on the date indicated in the Sequence of Events at Section III.A. Only finalists will be invited to participate in the subsequent steps of the procurement if the finalist process is used.

9. **Best and Final Offers from Finalists (If Applicable)**

Finalist offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by the date indicated in the Sequence of Events at Section III.A.

10. **Oral Presentation by Finalists (If Applicable)**

Finalist offerors may be required to present their proposals to the Evaluation Committee. The Procurement Specialist will schedule the time for each offeror presentation. All finalist offerors will be contacted to schedule presentations providing a location and instructions for the Oral presentations. Each presentation will be limited to one (1) hour in duration.

11. **Contract Negotiations**

The contract will be finalized with the most advantageous offeror during the timeframe indicated in the Sequence of Events at Section III.A. In the event that mutually agreeable terms cannot be reached within the time specified, the County reserves the right to finalize a contract with the next most advantageous offeror without undertaking a new procurement process.

12. **Contract Award**

The County anticipates awarding the contract on the date in the Sequence of Events at Section III.A. These dates are subject to change at the discretion of the Santa Fe County Purchasing Specialist or Procurement Manager. The County reserves the right to issue a multi-term award pursuant to NMSA 1978 13-1-150.

The contract shall be awarded to the offeror whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

13. **Right to Protest**

Any protest by an offeror must be in writing and submitted timely, pursuant to NMSA 1978, Section 13-1-172 and applicable procurement regulations. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protests must be delivered to the Santa Fe County Purchasing Division:

Santa Fe County Procurement Office
Attn: Bill Taylor, CPO/ Procurement Manager
P.O. Box 276
Santa Fe, New Mexico 87504

Protests will not be accepted by facsimile or other electronic means.
Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with Chapter 13, NMSA 1978, NMAC 1.4.1 and the Santa Fe County Procurement Regulations.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the terms and conditions of the contract template attached hereto as Appendix E.

2. Incurring Cost

Any cost incurred by the offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.

3. Prime Contractor Responsibility

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the County. The County will make contract payments to only the prime contractor.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the performance of the contract with the County whether or not subcontractors are used.

5. Amended Proposals

An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposal must be a complete replacement of the previously submitted proposal and must be clearly identified as such in the transmittal letter. County personnel will not merge, collate, or assemble proposal materials.

6. Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request signed by the offeror's duly authorized representative addressed to the Procurement Specialist. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for 90 days after the due date for receipt of proposals or 90 days after receipt of a best and final offer if one is submitted.

8. Disclosure of Proposal Contents

Proposals shall not be opened publicly and shall not be open to public inspection until after an offeror has been selected for award of a contract.

An offeror may request in writing non-disclosure of confidential data. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7, NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the Santa Fe County Procurement Manger shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates Santa Fe County or any of its departments to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of the County

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The County requires that all offerors agree to be bound by the General Requirements contained in this RFP. Any offeror concerns must be promptly brought to the attention of the Procurement Specialist.

13. Governing Law

This procurement and any agreement with offerors that may result shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied by the County in writing through the Procurement Specialist or in this RFP should be used as the basis for the preparation of offeror proposals.

15. Contract Terms and Conditions

The contract between the County and the Contractor will follow the format specified by the County and contain the terms and conditions set forth in Appendix E.

16. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected offeror and shall not be deemed an opportunity to amend the proposal.

17. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA, 1978, subject to Procurement Manager approval.

18. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor technical irregularities. This right is at the sole discretion of the Evaluation Committee subject to the Procurement Manager approval.

19. Change in Contractor Representatives

The County reserves the right to require a change in contractor representatives if the

assigned representatives are not, in the opinion of the County, meeting the County's needs adequately. Any change in contractor representative must receive prior County approval.

20. Notice

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

21. County Rights

The County reserves the right to accept all or a portion of an offeror's proposal.

22. Right to Publish

Throughout the duration of this procurement process and contract term, potential offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the contract.

23. Ownership of Proposals

All documents submitted in response to this Request for Proposals shall become the property of the County. However, any technical or user documentation submitted with the proposals of non-selected offerors shall be returned after the expiration of the protest period.

24. Electronic Mail Address Recommended

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). It is recommended that the offeror should have a valid e-mail address to receive e-mail correspondence.

25. Preferences in Procurement by Santa Fe County

a. *New Mexico In-state Native American resident contractor Preference.*

New Mexico law, Section 13-4-2 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident contractor**” or “**Native American resident contractor**”. Application of a resident or native American contractor preference for any Offeror requires the Offeror to

provide a copy of a valid and current certificate as a resident or native American resident contractor. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident or native American resident contractor certificate, 8% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score.

Certification by the department of taxation and revenue for the resident or native American resident contractor takes into consideration such activities as the business' payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

OR

b. *New Mexico Resident Veteran or Native American Resident Veteran Preference.*

New Mexico law, Section 13-4-2 NMSA 1978, provides a preference in the award of a public works contract for a “**Resident Veteran contractor**” or “**Native American resident veteran contractor**”. Certification by the department of taxation and revenue for the resident veteran business and native American resident veteran requires the Offeror to provide evidence of annual revenue and other evidence of veteran and native American status.

An Offeror who wants the veteran or native American veteran contractor preference to be applied to its proposal is required to submit with its proposal the certification from the department of taxation and revenue and the sworn affidavit attached hereto as Appendix C.

If an Offeror submits with its proposal a copy of a valid and current veteran resident contractor certificate, 10%, of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offeror's score.

The resident or native American resident contractor preference is not cumulative with the resident veteran or native American resident veteran contractor preference.

AND

c. *Santa Fe County Business Preference*

Santa Fe County Ordinance 2012-4 provides for a **County preference** for a “Santa Fe County business.” Application of the County preference in

procurement requires an Offeror to obtain and provide a Santa Fe County Business Certificate issued by the Santa Fe County Procurement Manager. Certification by the Procurement Manager takes into consideration the business' corporate standing in the state, business licensure or registration, the duration of the business' primary office location and the payment of taxes.

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 5% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded to the Offerors score.

The Resident Business, Resident Veteran Business or Santa Fe County Business preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

26. Double-Sided Documents

All submitted proposal documents shall be double-sided, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2. A. Waste Reduction and Reuse...” all documents are to be double-sided, including those that are generated by outside entities using County funds and by consultants and contractors doing business with the County”.

27. Living Wage

Contractor shall comply with the requirements of Santa Fe County Ordinance No. 2014-1 (Establishing a Living Wage).

IV. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only 2 responses to this RFP.

B. NUMBER OF COPIES

Offerors shall deliver one (1) original and four (4) identical copies of their proposal to the location specified in Section II, Paragraph E on or **before** the closing date and time for receipt of proposals. If submitting responses electronically via Dropbox, please submit two (2) separate files: one file for the proposal response and a separate file the Appendix D Proposed Fee Schedule (Cost Proposal).

C. PROPOSAL FORMAT

All proposals shall be limited to twenty (20) pages, with exception to professional licenses and certifications, which shall be added as appendices. The document shall be typewritten on standard 8 1/2 x 11 paper, with a font **no smaller than 12 pt. pitch**, with nominal 1” margins and normal line spacing. Proposals shall be bound with tabs delineating each section.

To combat the spread of the recent COVID-19 illness, the submission of Proposals **will be accepted electronically** utilizing a Dropbox. Please utilize this link to upload your proposal submission.

<https://www.dropbox.com/request/sRMJchgC0JFm32vFlidf>

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal (*is not included in page limit*)
- b) Table of Contents (optional) (*is not included in page limit*)
- c) Response to Specifications – Evaluation Factors
- d) Copy of insurance certificate (*is not included in page limit*)
- e) Appendices (*is not included in page limit*)
 - Cost Proposal (**One in a separate sealed envelope with the original proposal submission only, if submitting electronically submit as a separate file**)
 - Preferences and Certificates
 - Additional Offeror Attachments (i.e., certifications/licensing, resumes)
- f) Campaign Contribution Disclosure Statement (*is not included in page limit*)

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP under Section V.B. EVALUATION FACTORS. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The **proposal summary** may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the offeror's proposal.

Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2. **Letter of Transmittal**

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting person or organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) **Explicitly** indicate Acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP;
- h) Acknowledge and acceptance of the terms and conditions of the Agreement attached as Appendix E.

V. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

A. **INFORMATION**

Time Frame

The contract is scheduled to begin **July 2025**. Santa Fe County intends on awarding a contract with an initial term of four (4) years.

B. EVALUATION CRITERIA

A brief explanation of each mandatory specification is listed below. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each.

1. Past Experience

- Provide a brief narrative of the firm's history. Describe firm's vision/mission in providing printing services.
- Include a description of prior Santa Fe County Treasurer's Office tax bill printing services. If there is no prior County experience, provide other relevant governmental printing and mailing projects.
- Provide references for similar successful projects from three governmental agencies including the name of the agency, contact name, telephone and email address.

2. Capability/Capacity

- Provide a summary of firm's location(s), administration, management, organization and staffing, include multiple offices, if applicable.
- Identify the technology and equipment that will be used in production for Santa Fe County Treasurer's printing needs.
- Provide a description of the firm's capability to receive and reproduce text, including word processing compatible graphics via electronic files (email, internet, disk or drive).
- Provide a detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" listed in this RFP.
- Identify cost savings measures, if any, which could be implemented by and for the County.
- Include a project schedule, identifying all tasks and deliverables to be complete that demonstrates firm's ability to meet specific schedules and deadlines.

3. Evidence of Understanding Scope of Work

- Provide an in-depth response and understanding of the requested scope of work.
- Include an itemized description of services to be provided that correlates to the scope of work. Include information regarding a work plan.
- Specify how your services will meet and exceed the requirements of Santa Fe County.
- Discuss challenges that might be expected based on this service, including existing conditions, location, site or any other factors.
- Identify any limitations or restrictions in providing the required services.
- Include information for any subcontractor or consultant that the Offeror has indicated to be part of the project team including what areas of work they will perform.
- Any services that cannot be provided as required shall be noted.

4. Technical Competence and Specialized Experience

- Provide information about the vendor's specific technical experience with providing services comparable to the Scope of Work required in this RFP.

- Provide information regarding the ability to successfully perform the requirements of the scope.
- Indicate the relevance of previous service contracts to the scope of work, including any specialized experience.

C. COST PROPOSAL (Appendix D) – provide in a separate sealed envelope with the original proposal ONLY (do not include in each of the four additional copies, if submitting electronically, please submit in a separate file in Dropbox).

The Offeror must submit a list of the proposed hourly rates for personnel that provides a basis for billing. Provide hourly rates to include travel.

The county will add the totals for all four years to calculate the cost score then divide it by four (4) for a final score.

Lowest Responsive Offeror's Cost

----- X 100
Each Offeror's Cost

Offeror shall propose its cost for the tasks listed in the scope of work. A cost sheet is provided as Appendix D.

VI. EVALUATION OF PROPOSAL

A. EVALUATION SCORING

The County will evaluate responsive proposals and assign a numerical score in each category, not to exceed the maximum allowed score for that category, as determined through the Offeror's attention to the factor detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.

Proposals will be scored based upon a comparison of the information submitted by each Offeror against the evaluation factors outlined below. Each Evaluation Factor is assigned the following points:

1. Past Experience300 points
2. Capability/Capacity200 points
3. Evidence of understanding the scope of work 200 points
4. Technical Competence and Specialized Experience200 points
5. Cost Proposal100 points

TOTAL POINTS1000 points

The factors listed below may lead to a proposal being deemed non-responsive by the evaluation committee if not submitted by the offeror.

- Letter of Transmittal Pass/Fail
- Campaign Contribution Disclosure Form Pass/Fail
- Certificate of Liability Insurance Coverage Pass/Fail

PREFERENCES

If a proposal contains an In-State Resident Business Certificate or Resident Veterans Business Certificate and/or Santa Fe County Business Certificate, the applicable preference will be applied.

5. Proposal contains a valid N.M. Resident or Native American Resident Business Certificate.....**80 points**

OR

6. Proposal contains a valid Resident Veteran or Native American Veteran Business Certificate..... **100 points**

AND

7. Proposal contains a valid Santa Fe County Business Certificate.....**50 points**

B. EVALUATION PROCESS

The evaluation process will follow the steps listed below:

1. All proposals will be reviewed for compliance with the mandatory specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Specialist may contact the Offeror for clarification of the response as specified in Section III, Paragraph B.7.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section III, Paragraph C.18.

4. Responsive proposals will be evaluated using the factors in Section V. The responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. Finalist Offerors who are asked or choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly. The responsible Offeror whose proposal is most advantageous to the County, taking into consideration the evaluation factors in Section VI, will be recommended for contract award as specified in Section III, Paragraph B.12. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
5. Past performance in a project for the County (See Section V.C.3 above) is a significant consideration of the evaluation and poor performance on a prior County project may result in a lower number of points awarded to a proposal for this element of the evaluation.

APPENDIX A

**ACKNOWLEDGEMENT OF RECEIPT FORM
PRINTING AND MAILING OF TAX BILLS
RFP NO. 2025-0219-TRS/TS**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix F.

The acknowledgement of receipt should be signed and returned to the Procurement Specialist no later than close of business on **May 01, 2025**. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (**circle one**) intend to respond to this Request for Proposals.

Timothy Sintas, Procurement Specialist Senior
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501
Phone: (505)992-6745
Email: tsintas@santafecountynm.gov

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

APPENDIX C RESIDENT VETERAS PREFERENCE CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.

Please check one box only:

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be."

"I understand that knowingly giving false or misleading information on this report constitutes a crime".

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory of the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

SIGNED AND SEALED THIS _____ DAY OF _____, 2020.

NOTARY PUBLIC

My Commission Expires:

APPENDIX D**COST PROPOSAL 2025 and 2026**

Submit your best cost for 2025 and 2026 for printing, imaging, custom envelopes, stuffing, and distributing the following mailings for the Santa Fe County Treasurer's Office.

1. TAX BILL- Approximately 48,000 units to include:

- Imaged Tax Bill, one page, 8 ½" x 17" laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$_____per unit

- Imaged Monthly Payment Plan Insert, 8 ½" x 11" laser statement, printed on one (1) color (blue) on front and back, using 20# white paper stock

\$_____per unit

- Outgoing Custom Two-Window Envelope, #10

\$_____per unit

- Two (2) Return Envelopes, #9, envelopes

\$_____per unit

2. INFORMATIONAL ONLY NOT A TAX BILL -Approximately 25,000 units to include:

- Imaged Tax Bill Informational Notice, 8 ½" x 11" laser statement, printed on one color (orange), on front only, using 20# white paper stock

\$ _____ per unit

- Outgoing Custom Two-Window Envelope #10

\$ _____ per unit

3. **MOBILE HOME PROPERTY TAX BILLS- Approximately 6,500 units to include:**

- Imaged Tax Bill, one page, 8 ½” x 17” laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$ _____ per unit

- Outgoing Custom Two-Window Envelope, #10

\$ _____ per unit

- Two (2) Return Envelopes, #9, envelopes

\$ _____ per unit

4. **CORPORTATE PROPERTY TAX BILL- Approximately 500 units to include:**

- Imaged Tax Bill, one page, 8 ½” x 17” laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$ _____ per unit

- Outgoing Custom Two-Window Envelope, #10

\$ _____ per unit

- Two (2) Return Envelopes, #9, envelopes

- \$ _____ per unit

5. **PERSONAL PROPERTY TAX BILL- Approximately 2,300 units to include:**

- Imaged Tax Bill, one page, 8 ½” x 17” laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$ _____ per unit

- Outgoing Custom Two-Window Envelope, #10

\$ _____ per unit

- Two (2) Return Envelopes, #9, envelopes

\$ _____ per unit

**APPENDIX E
SAMPLE AGREEMENT**

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN SANTA FE COUNTY AND
Offeror Name
PRINTING AND MAILING OF TAX BILLS**

This Agreement is entered into this _____ day of _____ 2024, between **Santa Fe County**, a political subdivision of the state of New Mexico (the “County”), and **Offeror** (the “Contractor”).

WHEREAS, the County seeking an audit firm to perform internal audit services on a project basis within the various departments/divisions at the County level.

WHEREAS, in accordance with NMSA 1978, Section 13-1-112, and the Santa Fe County Purchasing Regulations and Policy Manual, the County issued Request for Proposal No. **2025-0196-FIN/TS** and

WHEREAS, the Contractor was recommended for selection by the County’s Evaluation Committee as the most qualified offeror; and

WHEREAS, the County requires the services of the Contractor and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW, THEREFORE, the parties agree as follows:

Agreement

1. CONTRACTOR’S SERVICES

2. ADDITIONAL SERVICES

A. The parties agree that the Services in section 1 above will be completed to the County’s satisfaction and for the amount stated section 3 (Compensation, Invoicing and Set-off).

B. The County may request changes in the Contractor’s Services. Any changes to the Contractor’s Services must be made by written amendment.

3. COMPENSATION, INVOICING AND SET-OFF

A. The total compensation payable to the Contractor will not exceed **\$XXXX**, *exclusive* of NM GRT. Any NM GRT levied on the amounts payable under this Agreement will be paid by the County to the Contractor.

B. The compensation payable to the Contractor is based on the following fee schedule.

C. The Contractor will submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County will issue a written certification of complete or partial acceptance or rejection of the services for which payment is sought.

- 1) The County's representative for certification of acceptance or rejection of and services is **Name and title**, Email (505) XXX-XXXX, or such other individual as may be designated in the absence of the County representative.
- 2) Within 30 days of the issuance of the certification accepting the services, the County will make payment for the services. If the County does not issue payment for accepted services within 30 days of the certification by the County, the County will pay a late payment fee of 1.5% per month until the amount due is paid in full.

D. If the Contractor breaches this Agreement, the County may, without penalty, withhold payments due the Contractor for the purpose of set-off damages it suffered as a result of the breach.

E. Payment The County's payment to Contractor will not foreclose the County's right to recover excessive or illegal payment.

4. EFFECTIVE DATE AND TERM

This Agreement will be effective as of the date of last signature by the parties and will terminate four (4) years from that date, unless earlier terminated under Section 5 (Termination) or Section 6 (Appropriations and Authorizations).

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate this Agreement based upon a breach by the other party. The non-breaching party must give the breaching party written notice of termination specifying the grounds for the termination. The termination will be effective 30 days from the breaching party's receipt of the notice of termination, during which time the breaching party will have the right to cure the breach. If, however, the breach cannot with due diligence be cured within 30 days, the breaching party shall have a reasonable time to cure the breach, provided that, within 30 days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may terminate this

Agreement at any time for any reason or no reason, by giving the Contractor written notice of termination. The notice must state the effective date of termination, which must not be less than 15 days from the Contractor's receipt of the notice. The County will pay the Contractor for acceptable services performed before the effective date of termination. The County will not be liable for any services performed by the Contractor after the date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

The County's performance of the obligations under this Agreement is contingent upon sufficient appropriations and authorizations by the Board of County Commissioners of Santa Fe County, and if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and/ or authorizations are not made in this or future fiscal years, this Agreement must terminate upon written notice by the County to the Contractor. A termination for non-appropriations or lack of authority will be without penalty to the County, and the County will not be required to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is not committed to the expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision regarding appropriations and authorization will be final and will not be subject to challenge by the Contractor in any way, or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The parties intend that the Contractor and its agents and employees will be independent contractors and not employees or agents of the County. Accordingly, the Contractor and its agents and employees will not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to County employees. Except as may be authorized in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County.

8. ASSIGNMENT AND SUBCONTRACTING BY THE CONTRACTOR

A. The Contractor must not assign or transfer any interest in this Agreement or assign any claims for money due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer in violation of this Agreement will be void.

B. The Contractor must not subcontract or delegate any portion of the services without the advance written approval of the County. Any attempted subcontract or delegation by the Contractor to a non-party in violation of this Agreement will be void.

9. CONTRACTOR'S PERSONNEL

A. The services in section 1 (Contractor's Services) must be performed by the Contractor or under its supervision.

B. The Contractor states that it has, or will secure at the Contractor's expense, all personnel required to perform the services and obligations under this Agreement. Such personnel

must not be employees of or have any contractual relationship with the County, and must be qualified and licensed by federal, state and local law to perform the services.

10. RELEASE

The Contractor's receipt of payments due under this Agreement serves as a release of the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations arising from this Agreement.

11. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement must be kept confidential and not be made available to any individual or organization by the Contractor without the prior written approval of the County.

12. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County will own any such copyright.

13. CONFLICT OF INTEREST

The Contractor represents that it has no and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

14. AMENDMENT

This Agreement may not be modified, altered, changed, or amended orally. To be valid any amendment to this Agreement must be in writing signed by the parties.

15. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements and understandings between the parties and all agreements and understandings are merged into this Agreement. No prior or contemporaneous agreements or understandings, verbal or otherwise, of the parties will be valid or enforceable unless embodied in this Agreement.

16. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

17. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by federal, state, local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. The Contractor must not discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges that failure to comply with this section will constitute a breach of this Agreement.

18. GOVERNING LAW

A. The Contractor will comply with all applicable laws, ordinances, and regulations, including Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

B. This Agreement will be construed in accordance the laws of the State of New Mexico without regard to its choice of law rules. The Contractor acknowledges that the exclusive forum for any litigation related to this Agreement will be state district courts of New Mexico, located in Santa Fe County.

19. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records for a period of six years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

20. INDEMNIFICATION

A. The Contractor shall indemnify the County and its elected officials, agents, and employees from any liabilities, damages, demands, suits, costs or expenses, including court costs and legal fees, resulting from the Contractor's performance or non-performance of its obligations under this Agreement.

B. The County may control and participate in the defense of any demand, suit, or cause of action that relate to the County. No matter will be settled without the County's consent. Consent must not be unreasonably withheld.

C. The Contractor's obligations under this indemnification section will not be limited by the terms of the insurance policy the Contractor is required to maintain under this Agreement.

21. SEVERABILITY

If any provision of this Agreement is held invalid or non-enforceable by a court of competent jurisdiction, other provisions will not be affected and will remain valid and enforceable.

22. NOTICES

Notice required to be given to either party must be in writing and delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, to:

To the County: Santa Fe County Finance Department

To the Contractor:

23. CONTRACTOR REPRESENTATIONS

The Contractor hereby represents and warrants that:

A. This Agreement is duly authorized by the Contractor, the person signing this Agreement has authority to do so, and, once signed by the Contractor, this Agreement will constitute a binding obligation of the Contractor.

B. The terms of this Agreement do not conflict with Contractor's corporate agreement or any statement that may be filed with the New Mexico Secretary of State.

C. The Contractor is legally registered and is properly licensed by the State of New Mexico to provide the services and will maintain such registration and licensure for the term of this Agreement.

24. FAX OR ELECTRONIC SIGNATURE

A fax or electronic signature will have the same force and effect as an original signature.

25. NO THIRD-PARTY BENEFICIARIES

The parties do not intend by this Agreement to create any rights in any non-parties.

26. CONTRACTOR'S INSURANCE

- A. General Conditions. Contractor will submit evidence of insurance as is required below. Policies of insurance must be written by companies authorized to write such insurance in New Mexico.
- B. General Liability Insurance, Including Automobile. Contractor will maintain during the term of this Agreement a comprehensive general liability and automobile insurance policy and liability limits in amounts not less than \$1,050,000 combined single limits of bodily injury, including death, and property damage for any one occurrence. Said policies of insurance will include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work; and contractual liability coverage under which this Agreement is an insured contract. Santa Fe County must be named additional insured on the policy.
- C. Workers' Compensation Insurance. Contractor will comply with the provisions of the Workers' Compensation Act.
- D. Malpractice/Errors and Omissions Insurance. Contractor must procure and maintain during the term of this Agreement professional liability (errors and omissions) insurance with policy limits of not less than \$1,500,000.00 per claim, \$2,500,000.00 per aggregate.
- E. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act, NMSA 1978, Section 41-4-1, the Contractor will increase the maximum limits of its insurance.
- F. Contractor may use a combination of its underlying insurance policies and its excess insurance policies to meet the insurance requirements described above.

27. PERMITS AND FEES

Contractor will procure all permits, licenses, and pay all fees associated with the performance of the Services and the Contractor's obligations under this Agreement.

28. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement will modify or waive the sovereign immunity or limitation of liability enjoyed by County or its public employees at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1.

29. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor must complete and submit simultaneous with signing this Agreement, the Santa Fe County Campaign Contribution Disclosure form.

30. SURVIVAL

The provisions of the following paragraphs will survive termination of this Agreement: Indemnification, Records and Inspection; Release; Confidentiality; and Choice of Law.

The parties execute this Agreement as of the date of last signature by the parties.

SANTA FE COUNTY:

Camilla Bustamante, Chair
Santa Fe County Board of County Commissioners

ATTESTATION:

Katharine E. Clark
Santa Fe County Clerk

Date

Approved as to form:

Walker Boyd
Santa Fe County Attorney

Date

CONTRACTOR - _____ .:

Signature

Date

Print name and title

APPENDIX F

SAMPLE TAX BILLS AND ENVELOPES

PDF IMAGE: Property Tax Bill

PDF IMAGE: Monthly Payment Plan Insert

PDF IMAGE: Informational Notice

PDF IMAGE: Personal/Mobile Home/Corporate Tax Bill

PDF IMAGE: Outgoing Two-Window Envelope

PDF IMAGE: Informational Only Outgoing Envelope

PDF IMAGE: Return Envelope

JENNIFER J. MANZANARES
TREASURER

SANTA FE COUNTY
P.O. BOX T • SANTA FE, NM 87504-0528
(505) 986-6245 • FAX: (505) 995-2731
www.santafecountynm.gov/treasurer



PLEASE KEEP THIS PORTION FOR YOUR RECORDS
2024 TAX BILL
IF YOUR MORTGAGE COMPANY PAYS YOUR
PROPERTY TAXES, PLEASE DISREGARD THIS NOTICE.

If you're currently on the monthly payment plan, please disregard notice. Also, if you need to update or cancel your payment plan, please contact our office directly.

PROPERTY DESCRIPTION
BOOK PAGE
PROPERTY LEGAL DESCRIPTION:

PHYSICAL ADDRESS:

ACCOUNT NO.

Property listed and valued as of January 1 of the tax year, except certain livestock. SEE REVERSE SIDE FOR ADDITIONAL INFORMATION AND INSTRUCTIONS.

DISTRIBUTION	TAXABLE VALUE	TAX RATES	TAX AMOUNTS		FULL VALUE	TAXABLE VALUE
				LAND		
				STRUCTURES		
				MANUFACTURED HOME		
				LIVESTOCK		
				TOTAL VALUE		
				HH EXEMPT.		
				VET EXEMPT.		
				OTHER EXEMPT.		
				TOTAL NET VALUE		
				◀ 2024 TAX DUE		

Total Tax is accurate, however, due to rounding, the value multiplied by the tax rate may not equal total tax. YOUR CANCELLED CHECK IS YOUR RECEIPT

PRIOR TAXES, IF ANY, MUST BE PAID FIRST
BEFORE ACCEPTING CURRENT YEAR PAYMENT.

YEAR	TAX	INTEREST	PENALTY	AMOUNT DUE

THE FIRST HALF PAYMENT IS DUE: NOVEMBER 12, 2024
AND IS DELINQUENT AFTER: DECEMBER 10, 2024.

THE SECOND HALF PAYMENT IS DUE: APRIL 10, 2025
AND IS DELINQUENT AFTER: MAY 12, 2025.

TOTAL TAXES DUE

FULL YEAR PAYMENT COUPON
YOUR CANCELED CHECK IS YOUR RECEIPT.

Please Make Checks Payable To: SANTA FE COUNTY TREASURER

PLEASE FOLD AT PERFORATION BEFORE REMOVING COUPON

PRINT THIS ACCOUNT
NUMBER ON YOUR CHECK

2024 FULL PAYMENT AMOUNT
TOTAL YEAR

THIS BILL IS DUE BY NOVEMBER 12, 2024.
TO AVOID INTEREST AND PENALTY CHARGES,
PAY BY: DECEMBER 10, 2024.

TAXES LESS THAN \$10.00 MUST
BE PAID IN A SINGLE PAYMENT.

STOP ONLY USE THIS COUPON
IF YOU ARE PAYING IN FULL

If a prior year balance exists, payment is
due no later than November 12, 2024.

NOTE: INTEREST & PENALTY CHARGES WILL CONTINUE TO ACCRUE
ON THE DELINQUENT BALANCES AFTER THE 10TH OF EACH MONTH.

For online tax payments visit us at
www.santafecountynm.gov/treasurer

DO NOT FOLD OR STAPLE THIS COUPON.
DO NOT WRITE BELOW THIS LINE

SECOND HALF PAYMENT COUPON
YOUR CANCELED CHECK IS YOUR RECEIPT.

Please Make Checks Payable To: SANTA FE COUNTY TREASURER

PLEASE FOLD AT PERFORATION BEFORE REMOVING COUPON

PRINT THIS ACCOUNT
NUMBER ON YOUR CHECK

2024
2nd HALF

THIS BILL IS DUE BY APRIL 10, 2025. TO AVOID INTEREST AND PENALTY CHARGES,
DETACH THIS COUPON AND REMIT WITH PAYMENT BY: MAY 12, 2025.

PLEASE RETAIN THIS COUPON
FOR 2nd HALF TAX PAYMENT

For online tax payments visit us at
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ON THE DELINQUENT BALANCES AFTER THE 10TH OF EACH MONTH.

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DO NOT WRITE BELOW THIS LINE

FIRST HALF PAYMENT COUPON
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Please Make Checks Payable To: SANTA FE COUNTY TREASURER

PLEASE FOLD AT PERFORATION BEFORE REMOVING COUPON

PRINT THIS ACCOUNT
NUMBER ON YOUR CHECK

2024
1st HALF

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DO NOT FOLD OR STAPLE THIS COUPON.
DO NOT WRITE BELOW THIS LINE

If a mortgage company/escrow agent is responsible for payment of your taxes, please contact your mortgage company to confirm payment. You may retain this bill for your records.

DEAR TAXPAYER,
PLEASE READ THIS BILL CAREFULLY. THE BILL CONTAINS INFORMATION ABOUT WHAT YOU ARE BEING TAXED ON ALONG WITH HOW MUCH YOU OWE. MAKE SURE THE BILL CORRESPONDS WITH THE PROPERTY YOU OWN!

Taxpayer’s Remedies

Pursuant to 7-38-39, after receiving a property tax bill and after making payment prior to the delinquency date of all property taxes due in accordance with the bill, a property owner may protest the value or classification determined for his property for property taxation purposes of the allocation of value of his property to a particular governmental unit by filing a claim for refund in the district court provided in 7-38-40; provided, however, that filing a petition of protest pursuant to 7-38-22 or 7-38-24 constitutes an irrevocable waiver of the right to claim for refund.

Remedies Available to the Taxing Authorities for Nonpayment of Amounts Due

Pursuant to 7-38-38, property taxes in the amount of ten dollars (\$10.00) or over are payable in two equal installments, due on November 10 of the year in which the tax bill was prepared and mailed and on April 10 after the following year.

These statutory due dates are applicable for this tax period, unless modified or extended by Property Tax Division of New Mexico Taxation and Revenue Department.

Pursuant to 7-38-46, property taxes that are not paid within thirty (30) days after the date on which they are due are delinquent.

Pursuant to 7-38-47, property taxes are the personal obligation of the person owning the property on the date on which the property was subject to valuation for property taxation purposes and a personal judgment may be rendered against him for the payment of property taxes that are delinquent together with any penalty and interest on the delinquent taxes.

Pursuant to 7-38-48, taxes on real property are a lien against the real property from January 1 of the tax year for which the taxes are imposed.

Pursuant to 7-38-53, delinquent property taxes on personal property may be collected by asserting a claim against the owner’s personal property for which taxes are delinquent.

Pursuant to 7-38-65, delinquent taxes on real property may be collected by selling the real property on which taxes have become delinquent.

Interest

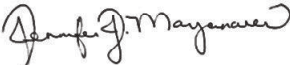
Pursuant to 7-38-49, if property taxes are not paid for any reason within thirty (30) days after the date they are due, interest on the unpaid taxes shall accrue from the thirtieth day after they are due until the date they are paid. Interest shall accrue at the rate of one percent (1%) a month or any fraction of a month.

Penalty

Pursuant to 7-38-50, if property taxes become delinquent, a penalty of one percent (1%) of the delinquent taxes for each month or any portion of a month they remain unpaid shall be imposed, but the total penalty shall not exceed five percent (5%) of the delinquent taxes, except that, when the penalty determined under the foregoing provisions of this subsection is less than five dollars (\$5.00), the penalty to be imposed shall be five dollars (\$5.00). *If property taxes become delinquent because of an intent to defraud by the property owner, fifty percent (50%) of the property taxes due or Fifty dollars (\$50.00), whichever is greater, shall be added as a penalty. Additional penalties for failure to report or refusal to report livestock, agricultural land, and mobile homes may be imposed pursuant to Sections 7-36-20, 7-36-21, and 7-36-26.

IF YOU HAVE A QUESTION, DON’T HESITATE TO CALL US AT (505) 986-6245. / SI USTED TIENE ALGUNA PREGUNTA, NO DEJE DE LLAMARNOS AL (505) 986-6245.

CORDIALLY, / CORDIALMENTE,



JENNIFER J. MANZANARES
SANTA FE COUNTY TREASURER

ESTIMADO CONTRIBUYENTE,
FAVOR DE LEER ESTA FACTURA CUIDADOSAMENTE. LA FACTURA CONTIENE INFORMACION ACERCA DE SUS IMPUESTOS Y CUANTO USTED DEBE. ESTE SEGURO QUE LA FACTURA CORRESPONDA A LA PROPIEDAD QUE USTED POSEE.

Recursos del Contribuyente

De acuerdo con el 7-38-39, después de recibir una factura de impuesto a la propiedad y después de hacer el pago antes de la fecha de vencimiento de todos los impuestos a la propiedad que se deben de acuerdo con la factura, un dueño de propiedad podrá protestar el valor o clasificación determinado de su propiedad para el propósito de impuesto a la propiedad o a la asignación del valor de su propiedad a una unidad particular del gobierno registrando una reclamación de devolución en la corte de distrito como se provee en 7-38-40; proveyendo, sin embargo, que registrando una petición de protesta de acuerdo con 7-38-22 o 7-38-24 constituye una renuncia irrevocable del derecho de reclamar una devolución.

Recursos Disponibles de las Autoridades Tributarias para cuando no se Pagan las Cantidades que se Deben.

De acuerdo con 7-38-38, impuestos a la propiedad en la cantidad de diez dólares (\$10.00) o más son pagaderos en dos pagos iguales, pagaderos el 10 de Noviembre del año en cual la factura de impuesto fue preparada y enviada por correo y en el 10 de Abril después del siguiente año.

Estas fechas relativo a un estatuto son aplicable a esta periodo de impuestos, menos que sea modificado o extendido dor La Division de Impuesto de Propiedad en el Departamento de Impuestos y Ingresos de Nuevo Mexico.

De acuerdo con 7-38-46, los impuestos a la propiedad que no se pagan dentro de treinta (30) días después de la fecha de vencimiento, quedarán con infracción.

De acuerdo con 7-38-47, impuestos a la propiedad son la obligación personal de la persona que es dueña de la propiedad en la fecha en el cual la propiedad fue sujeta a evaluación para impuesto a la propiedad y un juicio personal podrá hacerse contra él por el pago de los impuestos a la propiedad que están delinquentes junto con cualquier penalidad e interés de los impuestos delinquentes.

De acuerdo con 7-38-48, impuestos a la propiedades es un embargo preventivo contra la propiedad desde el 1 de Enero del año de impuesto en el cual los impuestos están impuestos.

De acuerdo con 7-38-53, impuestos a la propiedad delinquentes en propiedades personales podrán cobrarse poniendo un reclamo contra la propiedad personal de dueño por el cual los impuestos están delinquentes.

De acuerdo con 7-38-65, impuestos delinquentes en propiedades podrán cobrarse vendiendo la propiedad en la cual los impuestos son delinquentes.

Interés

De acuerdo con 7-38-49, si impuestos a la propiedad no son pagados por cualquiera razón dentro de treinta (30) días después de la fecha que se deben pagar, interés en los impuestos no pagados se acumularán desde le día treinta después de la fecha que se debe hasta la fecha que se pagan. El interés se acumulará a un tipo de uno porcientos (1%) por mes o cualquiera fracción de un mes.

Penalidad

De acuerdo con 7-38-50, si impuestos a la propiedad son delinquentes, una penalidad de uno porcientos (1%) de los impuestos delinquentes por cada mes o cualquier porción de mes de los impuestos no pagados será impuesto, pero el total de la penalidad no excederá cinco porcientos (5%) de los impuestos delinquentes excepto que, cuando la penalidad determinada bajo estas provisiones de esta subsección es menos de cinco dólares (\$5.00), la penalidad a ser impuesta será cinco dólares (\$5.00). *Si impuestos a la propiedad son delinquentes por motivo de un intento de fraude por el dueño de la propiedad, cincuenta porcientos (50%) de los impuestos de la propiedad a ser pagados o cincuenta dólares (\$50.00), el que sea mayor, será agregado como una penalidad. Penalidades adicionales por dejar de reportar o rehusar reportar ganado, tierra agricola y casas móviles podrán ser impuestos de acuerdo con las secciones 7-36-20, 7-36-21 y 7-36-26.

OUR TAX BILLS ARE PREPARED ACCORDING TO THEIR RECORDS. PLEASE VERIFY WITH THE **COUNTY ASSESSOR** THAT YOUR ADDRESS HAS BEEN CORRECTED. CHANGES WILL FIRST APPEAR ON YOUR 2025 TAX RECORDS. **TO CONTACT THE COUNTY ASSESSOR, PLEASE CALL (505) 986-6300, OR VISIT ASSESSOR AT <https://www.santafecountynm.gov/assessor>**

As a reminder NM State Statute 7-2-14 **Low Income Comprehensive Tax Rebate** was passed through the NM State Legislature to allow “any resident who files an individual New Mexico Income Tax return and who is not a dependent of another individual, may claim a tax rebate for a portion of state and local taxes to which the resident has been subject during the taxable year for which the return is filed.” Please see the following link for more details.

<https://nmonesource.com>

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<https://nmonesource.com>

2024

INFORMATION ONLY
NOT A TAX BILL

JENNIFER J. MANZANARES
TREASURER

PROPERTY LEGAL DESCRIPTION:

PHYSICAL ADDRESS:

SANTA FE COUNTY
P.O. BOX T • SANTA FE, NM 87504-0528
(505) 986-6245 • FAX: (505) 995-2731
www.santafecountynm.gov/treasurer



ACCOUNT NO.

DISTRIBUTION	TAXABLE VALUE	TAX RATES	TAX AMOUNTS		FULL VALUE	TAXABLE VALUE
				LAND		
				STRUCTURES		
				MANUFACTURED HOME		
				LIVESTOCK		
				TOTAL VALUE		
				HH EXEMPT.		
				VET EXEMPT.		
				OTHER EXEMPT.		
Total Tax is accurate, however, due to rounding, the value multiplied by the tax rate may not equal total tax.			◀ 2024 TAX DUE			

THIS NOTICE IS TO INFORM YOU THAT
YOUR TAX BILL HAS BEEN REQUESTED BY A
TAX PAYING SERVICE OR MORTGAGE COMPANY

PLEASE NOTE: If you have paid off your mortgage between May 1st to the time you have received this notice, please contact our office. Chances are that your mortgage servicer will not pay your 1st or 2nd half amount dues and you will be responsible for all payments from here on forward.

IF YOU HAVE QUESTIONS
PLEASE CONTACT
(505) 986-6245

INFORMATION ONLY
NOT A TAX BILL

JENNIFER J. MANZANARES
TREASURER

SANTA FE COUNTY
P.O. BOX T • SANTA FE, NM 87504-0528
(505) 986-6245 • FAX: (505) 995-2731
www.santafecountynm.gov/treasurer



PLEASE KEEP THIS PORTION FOR YOUR RECORDS
2024 PERSONAL PROPERTY TAX BILL
IF YOUR MORTGAGE COMPANY PAYS YOUR
PROPERTY TAXES, PLEASE DISREGARD THIS NOTICE.

If you're currently on the monthly payment plan, please disregard notice. Also, if you need to update or cancel your payment plan, please contact our office directly.

PROPERTY DESCRIPTION

ACCOUNT NO.

Property listed and valued as of January 1 of the tax year, except certain livestock. *SEE REVERSE SIDE FOR ADDITIONAL INFORMATION AND INSTRUCTIONS.*

DISTRIBUTION	TAXABLE VALUE	TAX RATES	TAX AMOUNTS		FULL VALUE	TAXABLE VALUE
				TOTAL NET VALUE		
				◀ 2024 TAX DUE		

Total Tax is accurate, however, due to rounding, the value multiplied by the tax rate may not equal total tax. *YOUR CANCELLED CHECK IS YOUR RECEIPT*

PRIOR TAXES, IF ANY, MUST BE PAID FIRST
BEFORE ACCEPTING CURRENT YEAR PAYMENT.

YEAR	TAX	INTEREST	PENALTY	AMOUNT DUE

THE FIRST HALF PAYMENT IS DUE: *NOVEMBER 12, 2024*
AND IS DELINQUENT AFTER: *DECEMBER 10, 2024.*

THE SECOND HALF PAYMENT IS DUE: *APRIL 10, 2025*
AND IS DELINQUENT AFTER: *MAY 12, 2025.*

TOTAL TAXES DUE

FULL YEAR PAYMENT COUPON

YOUR CANCELED CHECK IS YOUR RECEIPT.

Please Make Checks Payable To:

SANTA FE COUNTY TREASURER

PLEASE FOLD AT PERFORATION BEFORE REMOVING COUPON

PRINT THIS ACCOUNT
NUMBER ON YOUR CHECK

2024
TOTAL YEAR

FULL PAYMENT AMOUNT

THIS BILL IS DUE BY **NOVEMBER 12, 2024.**
TO AVOID INTEREST AND PENALTY CHARGES,
PAY BY: **DECEMBER 10, 2024.**

TAXES LESS THAN \$10.00 MUST
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ONLY USE THIS COUPON
IF YOU ARE PAYING IN FULL

If a prior year balance exists, payment is
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DO NOT FOLD OR STAPLE THIS COUPON.
DO NOT WRITE BELOW THIS LINE

SECOND HALF PAYMENT COUPON

YOUR CANCELED CHECK IS YOUR RECEIPT.

Please Make Checks Payable To:

SANTA FE COUNTY TREASURER

PLEASE FOLD AT PERFORATION BEFORE REMOVING COUPON

PRINT THIS ACCOUNT
NUMBER ON YOUR CHECK

2024
2nd HALF

THIS BILL IS DUE BY **APRIL 10, 2025.** TO AVOID INTEREST AND PENALTY CHARGES,
DETACH THIS COUPON AND REMIT WITH PAYMENT BY: **MAY 12, 2025.**

PLEASE RETAIN THIS COUPON
FOR 2nd HALF TAX PAYMENT

For online tax payments visit us at
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FIRST HALF PAYMENT COUPON

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Please Make Checks Payable To:

SANTA FE COUNTY TREASURER

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2024
1st HALF

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Pursuant to 7-38-47, property taxes are the personal obligation of the person owning the property on the date on which the property was subject to valuation for property taxation purposes and a personal judgment may be rendered against him for the payment of property taxes that are delinquent together with any penalty and interest on the delinquent taxes.

Pursuant to 7-38-48, taxes on real property are a lien against the real property from January 1 of the tax year for which the taxes are imposed.

Pursuant to 7-38-53, delinquent property taxes on personal property may be collected by asserting a claim against the owner’s personal property for which taxes are delinquent.

Pursuant to 7-38-65, delinquent taxes on real property may be collected by selling the real property on which taxes have become delinquent.

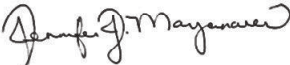
Interest

Pursuant to 7-38-49, if property taxes are not paid for any reason within thirty (30) days after the date they are due, interest on the unpaid taxes shall accrue from the thirtieth day after they are due until the date they are paid. Interest shall accrue at the rate of one percent (1%) a month or any fraction of a month.

Penalty

Pursuant to 7-38-50, if property taxes become delinquent, a penalty of one percent (1%) of the delinquent taxes for each month or any portion of a month they remain unpaid shall be imposed, but the total penalty shall not exceed five percent (5%) of the delinquent taxes, except that, when the penalty determined under the foregoing provisions of this subsection is less than five dollars (\$5.00), the penalty to be imposed shall be five dollars (\$5.00). *If property taxes become delinquent because of an intent to defraud by the property owner, fifty percent (50%) of the property taxes due or Fifty dollars (\$50.00), whichever is greater, shall be added as a penalty. Additional penalties for failure to report or refusal to report livestock, agricultural land, and mobile homes may be imposed pursuant to Sections 7-36-20, 7-36-21, and 7-36-26.

IF YOU HAVE A QUESTION, DON’T HESITATE TO CALL US AT (505)986-6245 . / SI USTED TIENE ALGUNA PREGUNTA, NO DEJE DE LLAMARNOS AL (505)986-6245 .
CORDIALLY, / CORDIALMENTE,


JENNIFER J. MANZANARES
SANTA FE COUNTY TREASURER

OUR TAX BILLS ARE PREPARED ACCORDING TO THEIR RECORDS. PLEASE VERIFY WITH THE **COUNTY ASSESSOR** THAT YOUR ADDRESS HAS BEEN CORRECTED. CHANGES WILL FIRST APPEAR ON YOUR 2025 TAX RECORDS. **TO CONTACT THE COUNTY ASSESSOR, PLEASE CALL (505) 986-6300, OR VISIT ASSESSOR AT <https://www.santafecountynm.gov/assessor>**

As a reminder NM State Statute 7-2-14 **Low Income Comprehensive Tax Rebate** was passed through the NM State Legislature to allow “any resident who files an individual New Mexico Income Tax return and who is not a dependent of another individual, may claim a tax rebate for a portion of state and local taxes to which the resident has been subject during the taxable year for which the return is filed.” Please see the following link for more details.

<https://nmonesource.com>

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ESTIMADO CONTRIBUYENTE,
FAVOR DE LEER ESTA FACTURA CUIDADOSAMENTE. LA FACTURA CONTIENE INFORMACION ACERCA DE SUS IMPUESTOS Y CUANTO USTED DEBE. ESTE SEGURO QUE LA FACTURA CORRESPONDA A LA PROPIEDAD QUE USTED POSEE.

Recursos del Contribuyente

De acuerdo con el 7-38-39, después de recibir una factura de impuesto a la propiedad y después de hacer el pago antes de la fecha de vencimiento de todos los impuestos a la propiedad que se deben de acuerdo con la factura, un dueño de propiedad podrá protestar el valor o clasificación determinado de su propiedad para el propósito de impuesto a la propiedad o a la asignación del valor de su propiedad a una unidad particular del gobierno registrando una reclamación de devolución en la corte de distrito como se provee en 7-38-40; proveyendo, sin embargo, que registrando una petición de protesta de acuerdo con 7-38-22 o 7-38-24 constituye una renuncia irrevocable del derecho de reclamar una devolución.

Recursos Disponibles de las Autoridades Tributarias para cuando no se Pagan las Cantidades que se Deben.

De acuerdo con 7-38-38, impuestos a la propiedad en la cantidad de diez dólares (\$10.00) o más son pagaderos en dos pagos iguales, pagaderos el 10 de Noviembre del año en cual la factura de impuesto fue preparada y enviada por correo y en el 10 de Abril después del siguiente año.

Estas fechas relativo a un estatuto son aplicable a esta periodo de impuestos, menos que sea modificado o extendido dor La Division de Impuesto de Propiedad en el Departamento de Impuestos y Ingresos de Nuevo Mexico.

De acuerdo con 7-38-46, los impuestos a la propiedad que no se pagan dentro de treinta (30) días después de la fecha de vencimiento, quedarán con infracción.

De acuerdo con 7-38-47, impuestos a la propiedad son la obligación personal de la persona que es dueña de la propiedad en la fecha en el cual la propiedad fue sujeta a evaluación para impuesto a la propiedad y un juicio personal podrá hacerse contra él por el pago de los impuestos a la propiedad que están delinquentes junto con cualquier penalidad e interés de los impuestos delinquentes.

De acuerdo con 7-38-48, impuestos a la propiedades es un embargo preventivo contra la propiedad desde el 1 de Enero del año de impuesto en el cual los impuestos están impuestos.

De acuerdo con 7-38-53, impuestos a la propiedad delinquentes en propiedades personales podrán cobrarse poniendo un reclamo contra la propiedad personal de dueño por el cual los impuestos están delinquentes.

De acuerdo con 7-38-65, impuestos delinquentes en propiedades podrán cobrarse vendiendo la propiedad en la cual los impuestos son delinquentes.

Interés

De acuerdo con 7-38-49, si impuestos a la propiedad no son pagados por cualquiera razón dentro de treinta (30) días después de la fecha que se deben pagar, interés en los impuestos no pagados se acumularán desde le día treinta después de la fecha que se debe hasta la fecha que se pagan. El interés se acumulará a un tipo de uno por ciento (1%) por mes o cualquiera fracción de un mes.

Penalidad

De acuerdo con 7-38-50, si impuestos a la propiedad son delinquentes, una penalidad de uno por ciento (1%) de los impuestos delinquentes por cada mes o cualquier porción de mes de los impuestos no pagados será impuesto, pero el total de la penalidad no excederá cinco por ciento (5%) de los impuestos delinquentes excepto que, cuando la penalidad determinada bajo estas provisiones de esta subsección es menos de cinco dólares (\$5.00), la penalidad a ser impuesta será cinco dólares (\$5.00). *Si impuestos a la propiedad son delinquentes por motivo de un intento de fraude por el dueño de la propiedad, cincuenta por ciento (50%) de los impuestos de la propiedad a ser pagados o cincuenta dólares (\$50.00), el que sea mayor, será agregado como una penalidad. Penalidades adicionales por dejar de reportar o rehusar reportar ganado, tierra agricola y casas móviles podrán ser impuestos de acuerdo con las secciones 7-36-20, 7-36-21 y 7-36-26.



2025 SANTA FE COUNTY
PROPERTY TAXES

JENNIFER J. MANZANARES
TREASURER



Online Payment



Monthly 2025 Payment Plan



New users only. Call to update existing plan

Santa Fe County Treasurer, Jennifer J. Manzanares is offering property owners the option of making prepayments for their 2025 and subsequent year property taxes in ten monthly payments beginning July 10, 2025.

This option is for 2025 property taxes.

First half 2024 property taxes must be paid on or before December 10, 2024 or they become delinquent, second half 2024 property taxes must be paid on or before May 10, 2025 or they become delinquent. PLEASE BE AWARE THAT THIS OPTION DOES NOT APPLY TO 2024 PROPERTY TAXES. This option is not available if taxes are escrowed for the property owner and included in the property owner's monthly mortgage payment.

An example of the monthly property tax process:

- 2024 property taxes were \$1,500.00
 - ❖ First monthly prepayment and each of the next 9 payments are 10% of the \$1,500.00 or \$150.00 each.
 - ❖ First payment is due 7/10/25 and on the tenth of each successive month. The property owner has paid 9 x \$150.00 = \$1,350.00.
- 2025 property taxes are \$1,585.00
 - ❖ The tenth and final payment would be \$1,585.00 - \$1,350.00 = \$235.00

Participation in this program requires that **you enroll** with the Santa Fe County Treasurer's Office using one of these methods no later than **June 10, 2025:**

- ✓ Telephone the Treasurers Office @ (505) 986-6245.
- ✓ Complete and return the form below to Santa Fe County Treasurer, P.O. Box T, Santa Fe, NM 87504 or you may: Fax the form to (505) 995-2731; Email the form; or complete the form at our website www.santafecountynm.gov/treasurer.
- ✓ Continue with last years payment plan, using all of last years information.

Yes, I am interested in paying my property taxes monthly

Name _____

Mailing Address _____

Daytime Phone Number _____

Account Number _____

Mail to:
Santa Fe County Treasurer
P.O. Box T
Santa Fe, NM 87504

☐ Annual Renewal

Do not complete if you are currently enrolled in the Monthly Payment Plan with auto renewal.

Note: This option is not available if taxes are escrowed for the property owner and included in the property owner's monthly mortgage payment. This option is not available for personal property or mobile home taxes.

Note: To be able to participate in the 2025 Monthly Payment Plan program, be advised that ALL prior year balances MUST be paid in full by May 10, 2025. If any previous balances do exist you will automatically NOT qualify for this program.

FOR OTHER TAX BILL PAYMENT LOCATIONS - SEE BELOW

SANTA FE COUNTY TREASURER'S PROPERTY TAX OUTREACH PROGRAM 1ST HALF 2024

Outreach Hours are 10:30am - 1:00pm at all locations

Front ➡

The Santa Fe County Treasurer's Office will be following the below schedule for Property Tax Payments

Edgewood Satellite Office

114 Quail Trail (CR-9)

Monday November 18, 2024
Monday December 2, 2024

Eldorado Satellite Office

16 Avenieda Torreon

Wednesday November 20, 2024
Wednesday December 4, 2024

Mary Esther Gonzales Senior Center

1121 Alto Street

Tuesday November 19, 2024
Tuesday December 3, 2024

Pojoaque Satellite Office

5 West Gutierrez, Suite 9

Thursday November 21, 2024
Thursday December 5, 2024

The Treasurer's Office will only accept: Check, Money Order, Credit Card, and Cashier's Check. Due to Security Concerns, Cash will not be accepted. The Treasurer's Office does not contact Tax-Payers for payment over the phone. For additional information, Contact the County Treasurer's Office: (505) 986-6245.

INSTALLMENT MONTHLY PAYMENT PLAN

Five (5) Easy Ways to Pay Your Property Taxes

You may pay your taxes as follows:

(Please include the parcel ID number or account number on your check or money order to ensure payment is credited correctly).

1. By mail with your tax bill, send the coupon from the tax bill and your payment to Santa Fe County Treasurer, P.O. Box T, Santa Fe, NM 87504

2. Using credit cards online only. A convenience fee of 2.5% is charged by the third party payment processing company.

3. By applying for automated payments you will receive
- a confirmation notice. Call 986-6245, for help. The bank will debit your account the first week of June.

4. You may also make your installment payments by using our Drop Box at our location at 100 Catron Street, Santa Fe, NM 87501.

5. Or In Person at the County Treasurer's Office (100 Catron Street, Santa Fe, NM)

Common Questions Asked to the Santa Fe County Treasurer's Office

- Q. I have applied for a valuation freeze but my bill keeps coming higher?

A. The valuation freeze only pertains to the valuation of your home not to the mil rate. Mil rates may increase due to general obligation bonds voted on by the voters or other circumstances.

Q. How do I get my property tax bill in my name?

A. Contact the Santa Fe County Assessor's Office at 505-986-6300, they will be happy to assist you to get your future billings under your name.

Q. I sold my property and I still received a tax bill?

A. You may have sold your property when the tax roll had already been prepared and the change will appear on the following tax. Contact the Santa Fe County Treasurer's Office at 505-986-6245, they will be happy to assist you. Meantime, you may want to forward the tax bill to the new owner if the address is known.

Q. I bought my home last year and never received a tax bill but I recently received a delinquent notice?

A. You may have bought your home before or while the tax roll was being prepared and the tax bill was sent to the original owner. Your title company
- should have notified you on property tax dates at the time of closing. Please contact your title company and or the Santa Fe County Treasurer's office to assist you.

Q. I received a property tax bill for my mobile home but I paid taxes at the time of closing?

A. Many mobile home dealers DO NOT inform the buyers that they have to pay yearly property taxes on their mobile home. What you paid at the time of closing was the gross receipt tax not property tax.

Q. I just found out my account was transferred to the State, what should I do?

A. You can contact the New Mexico State Property Tax Bureau, Delinquent Property division at 505-827-0883 to make arrangements or you can pay the total delinquent amount due.

Q. I have had personal issues and fell behind on my property taxes but my account has not been turned over to the state. What can I do?

A. Please call the Santa Fe County Treasurer's Office at 505-986-6245 and ask to speak with a delinquent specialist they are more than happy to assist you and put you on a fast track program to get you current.

Property Tax Information from Santa Fe County Treasurer Jennifer J. Manzanares

The First Half payment is due November 10th and becomes delinquent if not paid by December 10th, 2024. The second Half is due April 10th and becomes delinquent after May 10th (each year). Delinquency charges for property taxes are 1% of the base tax due per month for interest and 1% of the base tax due per month for penalty. The maximum penalty is 5%.

If you have not received a property tax bill by December 7th, call the Treasurer's Office at 986-6245. You will be mailed a replacement notice and your corrected mailing address will be forwarded to the Assessor's Office. You may also search property tax records at www.santafecountynm.gov/treasurer by account number or by property address.

Everyone who owns property in Santa Fe County is mailed a property tax bill. If your mortgage company is responsible for paying your taxes, you will still receive a tax notice for your records. Your copy of the tax notice will indicate that your mortgage company has been billed. Do not pay this notice unless the mortgage company notice is in error. If the mortgage company name on your bill is wrong, call your mortgage company and inform them of the situation. The Treasurer's Office cannot correct this problem. If you no longer have a mortgage on your property write a note on the notice that you are responsible for paying your property taxes, and send the notice with your payment no later than the due date(s). A taxpayer is still liable for taxes and any other associated charges even though a tax bill was not received, 7-38-36 NMSA 1978.

If you filed a valuation protest with the County Assessor and have not received a decision you must pay at least the first half Tax due by November 12, 2024. If your protest is approved, a new tax bill will be prepared with a new delinquency date and any overpayment will be refunded to you or applied to the 2nd half of your tax bill, whichever you choose. If you have only paid the first half amount and your protest is disapproved, you may be liable for delinquency charges on the unpaid amount of taxes.

FOR OTHER TAX BILL PAYMENT LOCATIONS - SEE BELOW

SANTA FE COUNTY TREASURER'S PROPERTY TAX OUTREACH PROGRAM 2nd HALF 2025

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Back

The Santa Fe County Treasurer's Office will be following the below schedule for Property Tax Payments

Eldgewood Satellite Office
114 Quail Trail (CR-9)

Tuesday April 22, 2025

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16 Avenieda Torreon

Thursday April 24, 2025

Mary Esther Gonzales Senior Center
1121 Alto Street

Wednesday April 23, 2025

Pojoaque Satellite Office
5 West Gutierrez, Suite 9

Monday April 28, 2025

The Treasurer's Office will only accept: Check, Money Order, Credit Card, and Cashier's Check. Due to Security Concerns, Cash will not be accepted. The Treasurer's Office does not contact Tax-Payers for payment over the phone. For additional information, Contact the County Treasurer's Office: (505) 986-6245.



JENNIFER J. MANZANARES
SANTA FE COUNTY TREASURER

P.O. BOX T
SANTA FE, NEW MEXICO 87504-0528

Address Service Requested

PROPERTY TAX BILL - AVISO DE IMPUESTOS DE PROPIEDAD

Please review all inserted items for new information

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
SANTA FE, N.M.
PERMIT NO. 59