

Addendum # 1
2018 Property Tax Bills and Delinquent Notices
RFP# FY19-SCTO=01

- On page 12, the proposal indicates that “All mailed is to be delivered to the main US Post Office in Albuquerque, NM.” Is there a particular reason for this or is the Treasurer’s office concerned about delivery speed?

Yes, delivery speed is a major consideration as it the fact that the Albuquerque post office is the main receiving and delivery hub for central New Mexico.

- Who is your current vendor?

Automated Elections Services, Rio Rancho, NM.

- Why are you going out for RFP? Has your existing contract expired, or are you outsourcing the operations after printing and mailing in-house?

Yes, our existing contract has expired. New Mexico procurement laws require government agencies to submit services contracts to either a bid or RFP process every 4 years.

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

As stated in the RFP, the County will pay all postage costs. Postage cost are not included in this Request for Proposal.

- Can you provide a copy of your latest postage invoice?

As stated in the RFP, the County will pay all postage costs. Postage cost are not included in this Request for Proposal.

- Would like to offer both paper and paperless statements to your customers?

The County already provides for paperless statements. The RFP is for data and printing services.

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

As stated in the RFP, the County will pay all postage costs. Postage cost are not included in this Request for Proposal. The County desires to reduce costs in all areas but not at the expense of quality service and efficiency to our residents.

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

Most qualified vendor. Please see the Evaluation Point Summary beginning on page 17 of the RFP. The cost proposal provides 10% of the total possible points for evaluation.

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

The current vendor provides all services required and requested by the County.

- Do you have a preference for local vendors?

Yes. Please refer to Mandatory Specification, part b, on page 15 of the RFP. The State of New Mexico Procurement Code provides for a New Mexico Resident Business Preference on all bids and request for proposals (RFP). Pages 9 and 18 of the RFP describes the County's preference for New Mexico businesses as outlined in 13-1-12 NMSA, 1978 s amended.

- If you prefer local vendors, why is that the case?

Local service providers are more familiar with New Mexico Statutes, required disclosures, and the property tax process in our state. Local presence also provides for better management of this extensive process and facilitates better communication.

Sandoval County encourages economic development in our County and throughout New Mexico. Local business provide economic growth and employment opportunities for County and State residents, while contributing property, gross receipts, and other tax revenues for local government.

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

Please see attached response.

- Have you had problems previously with a vendor dispatching a mailing late?

The County has never experienced a late mailing of the property tax bill or delinquency notice, and considers late mailings to be unacceptable.

- No one involved in this RFP is a current or former state employee of a department or agency in New Mexico. Is the Conflict of Interest Affidavit still required? If so, who should sign it and how should it be completed?

No, it doesn't need to be signed but there is a box at the bottom of the page that you must check and the form must be submitted with your Proposal.

- As part of the Technical Proposal, the Treasurer's office requests a "Response to Contract Terms & Conditions." Is this an opportunity to present exceptions or is there another purpose to this section?

Yes, it is where you can present exceptions if there are any.

- V. D. Performance Assurance – it states that tax bills must be delivered to the Albuquerque Main Post Office. While this is possible, it will not be the most cost effective way for VariVerge to deliver the bills. Is this an absolute requirement, or can I bid as an option to mail out of Texas?

The County will accept out of state responses with the understanding that tax bills would be mailed from the vendor's location. However, the County will expect all other aspects of the Scope of Work to be met.

- VI. 3. Mandatory Specification
b) Please describe how the Offeror guarantees that all work will be performed in-house and within Sandoval County or the State of New Mexico. Our work will be done in Texas, does this disqualify us from responding to the RFP?

The County will accept out of state responses with the guarantee that all work will be performed in-house at the vendor's location.

- VI. 3. Mandatory Specification
f) Please provide your business state registration to show that you are a firm or corporation engaged in the production of county Tax Bills and Delinquent Notices and licensed in the State of New Mexico. Same issue as above, does being a Texas firm knock us out of the running?

No, the absence of a New Mexico business license does not disqualify an out of state vendor from submitting a response.

Attachment

Automated Election Services™
INK IMPRESSIONS, INC.
 The Election Management People

7000 ZENITH CT. NE • RIO RANCHO, NEW MEXICO 87144-6467

For billing/accounting questions, contact us at:
 Voice: (505) 891-0525 • Fax: (505) 891-6500
 Website: www.electionpeople.com

Invoice
Invoice
Invoice

CUSTOMER NUMBER
 SAN2103
INVOICE NUMBER
 56227

SOLD TO

SANDOVAL COUNTY TREASURER
 PO BOX 40
 BERNALILLO, NM 87004

SHIP TO

SANDOVAL COUNTY TREASURER
 U.S. POST OFFICE
 ALBUQUERQUE, NM 87101

Past due invoices subject to 1.5% Finance Charge

| | | | |
|--|----------------------------------|--------------------------------|--------------------------------|
| DATE OF INVOICE 11/06/17 | HOW SHIPPED USPS | F.O.B. Destination | PAYMENT TERMS Net 15 |
| PURCHASE ORDER NUMBER 18002052 | DATE OF ORDER 11/03/17 | DATE SHIPPED 11/3/17 | PROJECT / JOB |
| ORDERED BY LAURA MONTOYA | PHONE (505) 867-7581 | SALESMAN HSE | ORDER NUMBER 69744 |

Please send all remittances to: 7000 ZENITH CT. NE • RIO RANCHO, NEW MEXICO 87144-6467

| QTY/LOT | PRODUCT/PART NUMBER QUANTITY, DESCRIPTION OR EXPLANATION | UNIT PRICE OR LOT | EXTENDED PRICE |
|--|---|-------------------|-----------------|
| | 122982 - 2017 TAX BILLS FOR THE YEAR 2017 | | 24438.98 |
| | 2017 TAX BILL INSERT - ADDITIONAL CHARGE INCLUDES: RE-DESIGNING AND CHANGING OVERALL SIZE TO 8 1/2 X 11, PRINTING AND FOLDING | | 1807.02 |
| | Invoice subtotal | | 26246.00 |
| | Invoice total | | 26246.00 |
| <p><i>Thank You For Using Automated Election Services™</i> <small>INK IMPRESSIONS, INC.</small></p> | | | |