

REQUEST FOR PROPOSALS (RFP)

PRINTING SERVICES

for

TORRANCE COUNTY TREASURER

**2023 Property Tax Bills, Delinquent Notices and
Manufactured Home Liens**

AND

TORRANCE COUNTY ASSESSOR

**2024 Notices of Value, Business Personal Property
Forms/Postcards and Livestock Forms**



RFP# TC-FY24-01 Printing Services

Release Date: August 18, 2023

Due Date: September 21, 2023 at 2:00 p.m.

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

Torrance County is requesting sealed proposals on behalf of Torrance County Treasurer's and Assessor's Offices from prospective Offerors to provide printing and mailing of the 2023 Property Tax Bills, Delinquent Notices, Manufactured Home Liens and 2024 Notices of Values, Business Personal Property and Livestock forms. Responses will be accepted in the Finance Department, Attn: Toni Lowery, Chief Procurement Officer, Torrance County Administrative Bldg., 205 S. Ninth Street, P.O. Box 48, Estancia, New Mexico 87016 up to 2:00 p.m. (Mountain Standard Time) on **September 21, 2023**. Torrance County reserves the right to reject any and all responses.

B. SCOPE OF PROCUREMENT

Torrance County invites written proposals from those individuals and/or firms desiring to work collaboratively with the Treasurer and Assessor to provide full and complete professional services for a two-way mailing system to convey the 2023 Property Tax Bills, Delinquent Notices, Manufactured Home Liens and 2024 Notices of Values, Business Personal Property and Livestock forms from Torrance County to its taxpayers. All mailings must be mailed using Torrance County's USPS permit no. 12.

C. TERM OF CONTRACT

The duration of the contract resulting from this RFP shall be for one (1) year from the date of award. The contract will automatically renew on an annual basis, for up to three (3) additional, one (1) year terms unless terminated as provided by the contract or law. In accordance with Section 13-1-150 NMSA 1978, no term for a professional services contract, including extensions and renewals, shall exceed four (4) years, except as set forth in Section 13-1-150 NMSA 1978. This procurement will result in a single source award.

D. PROCUREMENT MANAGER

1. Torrance County has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Toni Lowery, Chief Procurement Officer
Address: Torrance County Finance Department
205 S. Ninth Street
PO Box 48
Estancia, NM 87016
Telephone: (505) 544-4720
Email: tlowery@tcnm.us

2. All deliveries of responses via express carrier must be addressed as follows

Name: Toni Lowery, Chief Procurement Officer

Reference
RFP Name: **RFP# TC-FY24-01 – Printing Services**

Address: Torrance County Finance Department
205 S. Ninth Street
PO Box 48

3. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may **ONLY** contact the Procurement Manager regarding this procurement. Other County employees or Evaluation Committee members do not have the authority to respond on behalf of the Procurement Manager. **Protests of the solicitation or award must be delivered by mail to the Procurement Manager.** **ONLY** protests delivered directly to the Procurement Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Torrance County	08-18-23
2. Pre-Proposal Conference	Torrance County	NONE
3. Return of Acknowledgement of Receipt Form	Potential Offerors	08-28-23 by 5:00 p.m.
4. Deadline to submit Questions	Potential Offerors	09-05-23 by 5:00 p.m.
5. Response to Written Questions	Procurement Manager	09-07-23
6. Submission of Proposal	Potential Offerors	09-21-23 by 2:00 p.m.
7. Proposal Evaluation	Evaluation Committee	09-25-23
8. Selection of Finalists	Evaluation Committee	09-27-23
9. Contract Awards	Torrance County	10-11-23
10. Protest Deadline		10-25-23

B. EXPLANATION OF EVENTS

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

1. Issuance of RFP

This RFP is being issued on behalf of Torrance County Treasurer and Assessor.

2. Pre-Proposal Conference

There is no pre-proposal conference for this solicitation.

3. Acknowledgement of Receipt

Potential Offerors may e-mail, hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have the offeror placed on the procurement distribution list. The form should be signed by an authorized representative of the offeror, dated and returned to the Procurement Manager by 5:00 pm MST or MDT on **August 31, 2023**.

The procurement distribution list will be used for the distribution of written responses to questions or any additional updates to this RFP. Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

4. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until **September 05, 2023** by 5:00 pm Mountain Standard Time/Daylight Time as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

5. Response to Written Questions

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose name appears on the procurement distribution list. An e-mail copy will be sent to all Offerors that provide Acknowledgement of Receipt Forms.

6. Submission of Proposals

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 PM MOUNTAIN STANDARD TIME /DAYLIGHT TIME ON **September 21, 2023**. 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 Manager at the address listed in Section I, Paragraph D2. **Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to RFP# TC-FY2024-01 – Printing Services.** Proposals submitted by facsimile, or other electronic means will not be accepted.

A public log will be kept of the names of all Offerors that submitted proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall be kept confidential to the evaluation committee and the procurement manager during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded and fully executed pursuant to this Request for Proposals.

7. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

8. Finalize Contractual Agreements

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of Torrance County. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the County reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

9. Contract Awards

The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to Torrance County, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Torrance County Commission approval.

10. Protest Deadline

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Procurement Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Procurement Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Toni Lowery, Chief Procurement Officer
Torrance County Finance Department
205 S. Ninth Street
PO Box 48
Estancia, NM 87016

Protests received after the deadline will not be accepted.

GENERAL REQUIREMENTS

Acceptance of Conditions Governing the Procurement

Potential 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 Evaluation Factors.

Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the

Offeror.

Prime Contractor Responsibility

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement which may derive from this RFP.

Amended Proposals

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

Offeror's 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 addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

Disclosure of Proposal Contents

- B. Proposals will be kept confidential until negotiations and the award are completed by the County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
- C. 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.
- D. Confidential data is restricted to:
 - 1. confidential financial information concerning the Offeror's organization;
 - 2. and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.
 - 3. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

No Obligation

This RFP in no manner obligates Torrance County to the use of any Offeror's services until a valid written contract is awarded and approved by the Board of County Commissioners or designee.

Termination

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

Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations 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.

Legal Review

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

Governing Law

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

Basis for Proposal

Only information supplied, in writing, by Torrance County through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

Offeror Qualifications

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

Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposal failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

Notice of Penalties

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

Right to Publish

Throughout the duration of this procurement process and contract term, 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 and/or County contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

Ownership of Proposals

All documents submitted in response to the RFP shall become property of Torrance County.

Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the County.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring County's written permission.

Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the agency, the Offeror acknowledges that the version maintained by the County shall govern.

Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form as a part of their proposal. Failure to complete and return the signed unaltered form will result in disqualification.

Letter of Transmittal

Offeror's proposal must be accompanied by the Letter of Transmittal Form which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal MUST:

1. Identify the submitting business entity.
2. Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
5. Sub-contractor will not be authorized for this procurement.
6. Be signed by the person identified in (2) above.

Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
 2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
 - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
 - b. violation of Federal or state antitrust statutes related to the submission of offers; or
 - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
 3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;
 4. has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply:
 - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
 - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
 - c. Have within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the

ordinary course of business dealings.

- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

New Mexico Preferences

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors **must include** a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue:
<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

A. New Mexico Business Preference OR

B. New Mexico Resident Veterans Business Preference

In addition to a copy of the certification is issued by NM Taxation and Revenue, the Offeror must sign and complete the Resident Veterans Preference Certificate form, as provided in this RFP.

An agency shall not award a business both a resident business preference and a resident veteran business preference.

The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.

III. RESPONSE FORMAT AND ORGANIZATION

This section describes the format and organization of the Offeror's responses. Failure to conform to these guidelines may result in the disqualification of the proposal.

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

B. NUMBER OF COPIES

1. Hard Copy Responses

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver in separate binders:

1. **Technical Proposals** – One (1) ORIGINAL and five (5) HARD COPIES (6 TOTAL).
2. **Cost Proposals** – One (1) ORIGINAL and five (5) HARD COPIES (6 TOTAL): MUST BE IN A SEPARATE SEALED ENVELOPE FROM THE TECHNICAL PROPOSAL.
Please provide Technical and Cost Proposal on an electronic version copy.

The original, hard copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders **with tabs delineating each section.**

Organization of folders/envelopes for hard copy proposals:

1. TECHNICAL PROPOSAL – Binder 1 - Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- A. Signed Letter of Transmittal (Appendix C)
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
 1. Response to Specifications
 2. Organizational Experience
 3. Organizational References
 4. Mandatory Specification
 5. Conflict of Interest Affidavit (Appendix E)
 6. Signed Campaign Contribution Form (Appendix B)
 7. New Mexico Preferences (if applicable)
- F. Other Supporting Material (if applicable)

2. COST PROPOSAL – Binder

A cost response is part of the evaluation. Please submit the Cost Response Form (Appendix F) for all the costs associated with this RFP in a separate sealed envelope. Points will be allocated based on the formula stated in the RFP.

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview 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.

IV. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise instructed. The narratives, including required supporting materials will be evaluated and awarded points accordingly. This RFP is to be awarded on an all or none basis. Torrance County reserves the right to refuse any and all RFPs for any reason.

V. DETAILED SCOPE OF WORK

A. Services shall include, but are not limited to, the following:

- The processing of the Torrance County tax bills, notices and forms are critical to the business aspects of the Treasurer's and Assessor's Offices; therefore, our tax bills, notices and forms are required to be printed and sent out in a timely manner according to statutory responsibilities for the Treasurer and Assessor.
- We demand that all statutory deadlines are met with accuracy from the data files that we produce from our software program.
- The selected Offeror will produce the tax bills, notices and forms as well as the accompanying mailing envelopes plus additional informational inserts to the taxpayer
- The envelope provided to the taxpayers is a means to return payment to the county which must be of adequate quality to obscure the view of any check or other payment document enclosed.
- The tax bills and notices of value must be of a design and printed in such a manner as to be readable by a document reader and approved by the Treasurer, Assessor and the New Mexico Tax and Revenue Property Tax Division.
- The selected Offeror will be required to work closely with the County Treasurer, County Assessor, and appropriate office staff to insure on-time mailing of the tax bills, notices and forms.
- Proofs will be required and must be approved by the County Treasurer, Assessor, and the State of New Mexico Tax and Revenue Property Tax Division.
- Outgoing mailing pieces with tax bills and inserts enclosed, First Class Permit, and any other required postal indicia properly affixed must be delivered fully sealed, addressed, and presorted. This presort must meet all current Postal Reform Act requirements. Tax bills and notices must be delivery point bar coded to meet and maximize postal discounts.
- Tax bills and notices with the same address must be consolidated in one envelope for maximum postal savings.
- All mail is to be delivered to the main US Post Office in Estancia, New Mexico for mailing or sent by using "Mail Anywhere". The awardee is expected to provide mailing services under Torrance County's postal permit no. 12.

- Any offeror is expected to perform all data handling, printing and mailing services in-house and not utilize third-party vendors or subcontractors.
- The Offeror must be able to work with the output from our software system and our financial institution to produce the tax bills, notices and forms on a timely basis as we require.
- The Offeror must provide the County Treasurer and Assessor with a single point of contact for all customer relations and a single point of contact for the data processing employee who will be handling the County's project. Contacts must be available at all times during tax bills, notices and form development.
- Vendor/data processing employee must provide immediate response to County's emails and phone calls by the Treasurer, Assessor or their designee.
- The contracted Offeror must provide the Treasurer and Assessor with proofs with and without the data fields present.
- The Offeror must demonstrate the ability to handle any number of major modifications and/or frequent submissions of entire tax roll on short notice.
- Postage cost needs to be delivered to the County Treasurer and County Assessor one week prior to mailing to ensure the correct postage is available on Torrance County's USPS permit no. 12.

B. GENERAL SPECIFICATIONS – TAX BILLS

- Tax bills shall be 8.5" x 14" notice with print on both sides.
- Tax bills must incorporate two (2) detachable payment coupons as an integral part of the form.
- Form is to be printed on 24# white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayers' copy.
- Form will be printed on a white background with up to (3) three colors.
- The tax bill mailing piece will consist of: the imaged tax bill, two-sided printed insert for frequently asked and answers, two-sided insert for the pre-payment plan, #10 mailing envelope and #9 remittance envelope.
- The #10 window envelope must be bright yellow stock with the County Treasurer's return address and permit no. 12.
- The #9 envelope must be gray stock with the County Treasurer's return address. Additional printing as indicated in the samples in Appendix F.
- Approximately 33,000 tax bills will be mailed out each year. The file size varies from year to year.
- A digital file of each tax bill printed needs to be delivered to the County Treasurer. Each tax bill needs to be saved as an individual file labeled by tax account number. The file should be delivered on a disc or flash drive by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 or be available for download within one week of the mailing.

- Torrance County would like the tax bills to be mailed as early as possible in October; however, tax bills must be mailed by November 1st of each year. This is a statutory deadline that must be met.
- E-Notice services are preferred for the tax bills. Please provide the details of your E-Notice services available.

C. GENERAL SPECIFICATIONS – DELINQUENT NOTICES

- Delinquent notices shall be 8.5” x 11” notice with print on both sides.
- Delinquent notices must incorporate one (1) detachable payment coupon as an integral part of the form.
- Form is to be printed on 24# white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayers’ copy.
- Form will be printed on a white background with up to (3) three colors
- The delinquent notice mailing piece will consist of: the imaged delinquent notice, #10 mailing envelope and #9 remittance envelope.
- The #10 envelope must be bright blue stock with the County Treasurer’s return address and permit no. 12.
- The #9 envelope must be gray stock with the County Treasurer’s return address. Additional printing as indicated in the samples in Appendix F.
- Approximately 8,000 delinquent notices will be mailed out each year. The file size varies from year to year.
- A digital file of each delinquent notice printed needs to be delivered to the County Treasurer. Each delinquent notice needs to be saved as an individual file labeled by tax account number. The file should be delivered on a disc or flash drive by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 or be available for download within one week of the mailing.
- Delinquent notices must be mailed by June 1st of each year.

D. GENERAL SPECIFICATIONS - MANUFACTURED HOME LIENS

- Manufactured home liens shall be 8.5” x 14” notice with print on one side.
- Manufactured home liens must incorporate one (1) detachable payment coupon as an integral part of the form.
- Form is to be printed on 24# white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayers’ copy.
- Form will be printed on a white background with up to (3) three colors.
- The manufactured home lien mailing piece will consist of: the imaged manufactured home lien, #10 mailing envelope and #9 remittance envelope.
- The #10 envelope must be bright orange stock with the County Treasurer’s return address and permit no. 12.

- The #9 envelope must be gray stock with the County Treasurer's return address. Additional printing as indicated in the samples in Appendix F.
- Approximately 700 manufactured home liens will be mailed out each year. The file size varies from year to year.
- A digital file of each manufactured home lien printed needs to be delivered to the County Treasurer. Each manufactured home lien needs to be saved as an individual file labeled by tax account number. The file should be delivered on a disc or flash drive by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 or be available for download within one week of the mailing.
- Manufactured home liens must be mailed by August 10th of each year.

E. GENERAL SPECIFICATIONS - NOTICES OF VALUE

- Notices of value shall be 8.5" x 14" notice with print on both sides.
- Notices of value must incorporate one (1) detachable change of address coupons as an integral part of the form.
- Form is to be printed on 24# white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of the coupon from taxpayers' copy.
- Form will be printed on a white background with up to (3) three colors.
- The notice of value mailing piece will consist of: the imaged notice of value, two-sided printed insert for information, and #10 mailing envelope.
- The #10 window envelope must be white stock with the County Assessor's return address and permit no.12.
- Approximately 33,000 notices will be mailed out each year. The file size varies from year to year.
- A digital file of each notice of value printed needs to be delivered to the County Assessor. All the notices of value should be contained in one file that is searchable by various data. The file should be delivered on a disc or flash drive by mail to the County Assessor at PO Box 258 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.
- Torrance County would like for the notices of value to be mailed as early as possible in March; however, the notices must be mailed by April 1st of each year. This is a statutory deadline that must be met.
- E-Notice services are preferred for the notice of values. Please provide the details of your E-Notice services available.

F. GENERAL SPECIFICATIONS - BUSINESS PERSONAL PROPERTY REPORT FORMS & POSTCARD MAILING

- Business personal property reports forms, personal property statement and depreciation schedules shall be three separate pages 8.5" x 11" in size with print on one side of each page. Sample provided in appendix F.

- Forms are to be printed on 24# white bond or equivalent.
- Forms will be printed on a white background with up to (3) three colors.
- All three forms must be delivered to the County Assessor in electronic format.
- The business personal property mailing piece will consist of: post card with print on both sides. Sample provided in appendix F.
- Approximately 600 postcards will be mailed out each year. The file size varies from year to year.
- A digital file of each postcard printed needs to be delivered to the County Assessor. All the postcards should be contained in one file that is searchable by various data. The file should be delivered on a disc or flash drive by mail to the County Assessor at PO Box 258 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.
- Business Personal Property postcards must be mailed by December 20th of each year. This is a statutory deadline that must be met.

G. GENERAL SPECIFICATIONS - LIVESTOCK FORMS

- Livestock forms shall be 8.5” x 11” notice with print on both sides.
- Form is to be printed on 24# blue bond or equivalent.
- Form will be printed on a blue stock with up to (3) three colors.
- The livestock form mailing piece will consist of: the imaged livestock form, two-sided printed insert for information, and #10 mailing envelope.
- The #10 window envelope must be blue stock with the County Assessor’s return address and permit no.12.
- Approximately 1,000 livestock forms will be mailed out each year. The file size varies from year to year.
- A digital file of each livestock form printed needs to be delivered to the County Assessor. All the forms should be contained in one file that is searchable by various data. The file should be delivered on a disc or flash drive by mail to the County Assessor at PO Box 258 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.
- The livestock forms must be mailed by December 20th of each year. This is a statutory deadline that must be met.

H. PERFORMANCE ASSURANCE

- A scheduling calendar shall be established between the Treasurer and the selected Offeror for the tax bills, delinquent notices and manufactured home liens to include a *test run schedule, production schedule, a list of knowledgeable and committed contact people, etc.* This calendar will be adhered to as closely as possible to avoid communication problems.
- We encourage early mailing of the tax bills, but the tax bills must be mailed no later than **November 1st.**

Failure to meet this deadline will result in a penalty of 30% of bid cost per day after November 1st up to a maximum of 70% of the total amount bid. Penalty is to be deducted from the full amount to bid.

- **Note: If November 1st falls on a Saturday or Sunday, the Tax Bills must be mailed by the following Monday.**
- A scheduling calendar shall be established between the Assessor and the selected Offeror for the notice of value, business personal property forms/post cards, and the livestock forms to include a *test run schedule, production schedule, a list of knowledgeable and committed contact people, etc.* This calendar will be adhered to as closely as possible to avoid communication problems.
- We encourage early mailing of the notices of value, but the notices of value must be mailed no later than **April 1st**. Failure to meet this deadline will result in a penalty of 30% of bid cost per day after April 1st up to a maximum of 70% of the total amount bid. Penalty is to be deducted from the full amount to bid.
 - **Note: If April 1st falls on a Saturday or Sunday, the Notice of Values must be mailed by the following Monday.**

If you cannot meet the minimum requirements listed above, we reserve the right to refuse any Offeror's response.

D. TECHNICAL SPECIFICATIONS

1. Organizational Experience

- a) Offeror shall provide a description of all relevant experience as required in the scope of work with state, county or municipal government and/or the private sector. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a company who is capable of meeting all the requirements mentioned in this RFP.

2. Organizational References

Offerors should provide a minimum of three (3) references from similar projects performed for private, state and/or large local government clients within the last three years.

The Evaluation Committee may contact any or all references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the County reserves the right to consider any and all information available to it in the public domain.

Offerors shall submit the following Business Reference information as part of Offer:

- a) Client name
- b) Project description
- c) Project dates (starting and ending)
- d) Technical environment (i.e., Similar background experience performed)

- e) Client project manager name, telephone number, fax number and e-mail address

3. Mandatory Specification

- a) Please describe how the Offeror plans to comply with the current postal regulations, mail permits and requirements to mail out the tax bills by the statutory deadline of November 1st, the notices of value by April 1st, the delinquent notices by June 1st and the manufactured home liens by August 10th, the business personal property postcards by December 20th, and the livestock forms by December 20th.
- b) Please describe how the Offeror guarantees that all work will be performed in-house.
- c) Please provide the methods you have available to ensure that the job is done correctly and within 10-21 days after receipt of data from the Treasurer and/or Assessor and before the statutory deadlines.
- d) Provide the names of the individuals who will be working on this project for the County, their position and years of experience they have with doing this type of work and who will be the main contact for the County Treasurer and Assessor.
- e) Provide a narrative of your full approach to each applicable tasks and requirements described in this RFP. Responses should cite the paragraph referenced in this RFP.
- f) Please provide your business state registration to show that you are a firm or corporation engaged in the production of county tax bills, notices and forms.

4. Cost

A cost response is part of the evaluation. Pricing on this contract must be made on a per notice/form basis and must include design, printing and any other services specified herein; including but not limited to any freight, delivery and handling charges. **Torrance County will provide the postage that is required for mailing using Torrance County's permit no. 12.** Please submit the Cost Response Form (Appendix F) in a separate sealed envelope. Points will be allocated based on the formula stated in the RFP.

Lowest Responsive Offeror's Bid
_____ X Award

Points This Offeror's Bid

5. Business Specifications

Professional Liability Insurance

Contractor agrees to maintain in full force throughout the duration of the Agreement a professional liability insurance policy with a minimum coverage of \$1,000,000.00 per occurrence/ \$2,000,000.00 aggregate.

Contractor's Payment of Property Taxes

Contractor acknowledges that County requires all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations to mitigate the economic burden otherwise imposed upon County and its taxpayers. Contractor warrants and certifies that it is presently not delinquent in the payment of its property tax obligations, and that it will not become delinquent during the term of this Contract.

Termination For Failure to Comply with All County Tax Requirements

Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure a tax delinquency within 10 days of notice shall be grounds upon which County may

terminate this Contract.

APPENDICES

A. Acknowledge of Receipt Form

Potential Offerors **should** hand deliver or return by facsimile, registered or certified mail or email the “Acknowledgement of Receipt Form” (see APPENDIX A) that accompanies this document to have their organization placed on the procurement distribution list. The form **should** be signed by an authorized representative of the organization and delivered to the Procurement Manager no later than the date specified in the Sequence of Events. This form is mandatory. The procurement distribution list will be used for the distribution of important information regarding this procurement.

B. Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror’s proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

C. Letter of Transmittal Form

The Offeror’s proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX C. The form **must** be completed and must be signed by the person authorized to obligate the company.

D. Conflict of Interest Affidavit

Offerors must include signed and completed Conflict of Interest Form (APPENDIX E) with RFP documents. The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Code Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

E. Cost Response Form

A cost response is part of the evaluation. Please submit the Cost Response Form (APPENDIX F) in a separate sealed envelope. Points will be allocated based on the formula stated in the RFP.

F. Sample Tax Bills, Notices and Forms

These are samples of the forms that this RFP process covers. These forms are subject to change and Torrance County reserves the right to revise these forms at any time.

C. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

Factors – correspond to section VI	Points Available
Experience and Qualifications of the offeror to perform	35 points
Organizational References	15 points
Mandatory Specifications	40 points
Cost Proposal	10 points
Lowest Responsive cost ----- X Available Award Points This Offeror's cost	
TOTAL POSSIBLE POINTS	100 POINTS
Letter Of Transmittal	Pass/Fail
Signed Campaign Contribution Disclosure Form	Pass/Fail
Conflict of Interest Affidavit	Pass/Fail
New Mexico Preference - Resident Business Points	
New Mexico Preference - Resident Veterans Points	

EVALUATION FACTORS

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response:

- a. **Organizational Experience**
- b. **Organizational References**
- c. **Mandatory Specifications**
- d. **Cost**
- e. **Letter of Transmittal**
Pass/Fail only. No points assigned.
- f. **Signed Campaign Contribution Disclosure Form**
Pass/Fail only. No points assigned.
- g. **Conflict of Interest Affidavit**
Pass/Fail only. No points assigned.

1. New Mexico Preferences

Percentages will be determined based upon the point based system outlined in NMSA 1978, § 13-1-21 (as amended).

A. New Mexico Business Preference

If the Offeror has provided their Preference Certificate the Preference Points for a New Mexico Business is 5%.

B. New Mexico Resident Veterans Business Preference

If the Offeror has provided their Preference Certificate **and** the Resident Veterans Certification Form the Preference Point are one of the following:

- 10% for less than \$1M (prior year revenue)
- 8% for more than \$1M but less than \$5M (prior year revenue)
- 7% for more than \$5M(prior year revenue)

2. Interview

If an interview is held, the Purchasing Office will distribute questions and instructions to the finalists prior to the scheduled interview. A maximum of 100 points are possible in scoring each interview for this RFP. The Evaluation Committee may, at their discretion, request additional clarification as to the contents of the RFP submittal from any of the Offerors.

EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response.
3. The Evaluation Committee may use other sources to perform the evaluation.
4. Responsive proposals will be evaluated on the factors set forth in the RFP, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the County, taking into consideration the evaluation factors, will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

APPENDIX A

REQUEST FOR PROPOSAL

RFP# TC-FY24-01 Printing Services

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that s/he has received a complete copy, beginning with the title page and ending with APPENDIX G.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than **August 31, 2023** by 5:00 pm (Mountain Standard Time). 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 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 Proposal.

Toni Lowery, Chief Procurement Officer
Torrance County
205 S. Ninth Street
PO Box 48
Estancia, NM 87016
Fax: 505-384-5294
E-mail: tlowery@tcnm.us

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

Title (Position)



Torrance County

*P.O. Box 48
205 South Ninth Street
Estancia, New Mexico 87016
505-544-4700*

Ryan Schwebach,
*Chair
District 2*

Attachment to Campaign Contribution Disclosure Form

Kevin McCall
District 1

Current Torrance County Elected Officials

Samuel Schropp
District 3

Commissioner, District 1 – Kevin McCall

Janice Barela
County Manager

Commissioner, District 2 – Ryan Schwebach

Tracy Sedillo
Treasurer

Commissioner, District 3 – Samuel Schropp

Assessor – Jesse Lucero

Linda Jaramillo
Clerk

Clerk – Linda Jaramillo

Jesse Lucero
Assessor

Probate Judge – Josie Eaton

Sheriff – David Frazee

David Frazee
Sheriff

Treasurer – Tracy Sedillo

Josie Eaton
Probate Judge

APPENDIX C
Letter of Transmittal Form

RFP#: _____
Offeror Name: _____ **FED ID#** _____

Items #1 to #7 EACH MUST BE COMPLETED IN FULL

1. **Identity (Name) and Mailing Address** of the submitting organization:

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name _____
Title _____
E-Mail Address _____
Telephone Number _____

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name _____
Title _____
E-Mail Address _____
Telephone Number _____

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name _____
Title _____
E-Mail Address _____
Telephone Number _____

5. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

(Attach extra sheets, as needed)

6. ___ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement

___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

___ I acknowledge receipt of any and all amendments to this RFP.

_____, 2019
Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

APPENDIX D

CONFLICT OF INTEREST AFFIDAVIT

STATE OF NEW MEXICO)
) ss.
COUNTY OF TORRANCE)

I, _____ (name), being first duly sworn upon my oath, depose and state the following:

I am a former employee of _____ (name of Department/Agency), having separated/retired from state employment as of _____ (date).

I am a current employee of _____ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

The Department/Agency and I have entered into an agreement in the amount of \$_____.

Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

NAME

Subscribed and sworn to before me by _____ (name of former employee) this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

Terms of the Conflict of Interest Affidavit are inapplicable.

APPENDIX E

COST RESPONSE FORM

RFP# TC-FY24-01 Printing Services

State gross receipts and local option taxes (if any) shall not be included in the Total Proposed Cost. Such taxes shall be separately reimbursed by the County.

OFFEROR NAME: _____

TOTAL PROPOSED COST:

Tax Bills \$ _____

E-Notice Services \$ _____

Delinquent Notices \$ _____

Manufactured Home Liens \$ _____

Notices of Value \$ _____

E-Notice Services \$ _____

Business Personal Property
Forms with Postcard \$ _____

Livestock Forms \$ _____

GRAND TOTAL: \$ _____

APPENDIX F

SAMPLE TAX BILLS, NOTICES AND FORMS



Torrance County Treasurer
 205 S Ninth Street - P.O. Box 318
 Estancia, NM 87016-0318
 (505) 544-4800
 www.torrancecountynm.org
 Hours: Mon - Thurs 7:30-4:30
 Closed Fridays

2022 TAX BILL

Account Number **C000003**

Tax Rates Are Expressed in Dollar per Thousand
 Taxable Value is 33 1/3% of Full Value.

NET TAXABLE VALUES WILL BE ALLOCATED
 TO THE GOVERNMENT UNITS IN
 SCHOOL DISTRICT 180J010N



pay now

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO INSURE PROPERTY TAXES ARE PAID. OWNERS WITH MORTGAGES SHOULD CONTACT LENDER TO DETERMINE RESPONSIBILITY FOR PAYMENT OF PROPERTY TAX.

3843*13**G60**1.2716**V4*****AUTOMKED AADC 980
 XYZ Company
 1234 Sesame Street
 Estancia, NM 87016



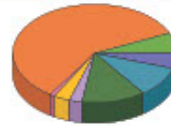
LEGAL DESCRIPTION

Location:

Blank area for legal description.

PROPERTY	FULL VALUE	TAXABLE VALUE
CENTRAL CMP	18,772,632	6,257,544
TOTAL NET VALUE		6,257,544

TAX BREAKDOWN



TAX LEVIED BY	TAX RATE	AMOUNT
STATE OF NEW MEXICO, SDS	0.001	6,257.54
COUNTY OF TORRANCE-N ON RE	0.012	74,151.90
COUNTY OF TORRANCE-N ON RE	0.000	1,138.87
VAUGHN BOARD OF EDUCATION	0.001	4,057.43
VAUGHN BOARD OF EDUCATION	0.001	3,128.77
VAUGHN BOARD OF EDUCATION	0.005	15,687.99
VAUGHN BOARD OF EDUCATION	0.002	12,515.10
031_13	0.001	6,257.54

TOTAL 2022 TAX DUE 125,457.50

DELINQUENT TAXES

YEAR	TAX AMOUNT	INTEREST	PENALTY	TOTAL TAXES
*** PRIOR TAXES MUST BE PAID BEFORE ACCEPTING CURRENT YEAR PAYMENT. ***				
TOTAL DELINQUENT TAXES DUE				0.00

NR PROPERTY CLASSIFICATIONS
 R = RESIDENTIAL NR = NON-RESIDENTIAL
 PAYMENT IS ACCEPTABLE EITHER IN FULL OR HALVES.
 TAXPAYER'S COPY - PLEASE RETAIN THIS PORTION FOR YOUR RECORDS.
 10-18-22_v4

SECOND HALF PAYMENT COUPON

THIS BILL IS DUE: APRIL 10, 2023.
 TO AVOID ACCRUAL OF INTEREST AND PENALTY CHARGES, PAYMENT MUST BE
 POSTMARKED BY: **MAY 10, 2023.** DETACH THIS COUPON AND REMIT WITH PAYMENT.
 Your cancelled check is your receipt, unless otherwise you provide us with a self-addressed stamped envelope for your returned receipt.

UNION PACIFIC RAILROAD COMPANY PROPERTY
 1400 DOUGLAS STREET, STOP 1640
 OMAHA, NE 68178-1640



Check here for address change & make changes on back, or notify the Assessor's office.
 If you have a mortgage on the property described above, please contact your mortgage company before paying this tax bill.
 This will avoid duplicate payments on your account.

Please fold on perforation BEFORE tearing

FIRST HALF or FULL YEAR PAYMENT COUPON

THIS BILL IS DUE: NOVEMBER 10, 2022.
 TO AVOID ACCRUAL OF INTEREST AND PENALTY CHARGES, PAYMENT MUST BE
 POSTMARKED BY: **DECEMBER 10, 2022.** DETACH THIS COUPON AND REMIT WITH PAYMENT.
 Your cancelled check is your receipt, unless otherwise you provide us with a self-addressed stamped envelope for your returned receipt.

UNION PACIFIC RAILROAD COMPANY PROPERTY
 1400 DOUGLAS STREET, STOP 1640
 OMAHA, NE 68178-1640



Check here for address change & make changes on back, or notify the Assessor's office.
 If you have a mortgage on the property described above, please contact your mortgage company before paying this tax bill.
 This will avoid duplicate payments on your account.

PLEASE MAKE CHECKS PAYABLE TO:
 TORRANCE COUNTY TREASURER
 P.O. BOX 318 • ESTANCIA, NM 87016-0318

PRINT THIS ACCOUNT NUMBER ON YOUR CHECK **C000003**

SECOND HALF DUE APRIL 10, 2023 \$62,728.75

FIRST HALF DUE NOV 10, 2022 \$62,728.75

TOTAL YEAR DUE NOV 10, 2022 \$125,457.50

TORRANCE COUNTY TREASURER
 P.O. BOX 318
 ESTANCIA, NM 87016-0318

NOTICE: THIS TAX BILL IS THE ONLY NOTICE YOU WILL RECEIVE FOR PAYMENT OF BOTH INSTALLMENTS FOR YOUR PROPERTY TAXES.

IF YOU HAVE A MORTGAGE ON THE PROPERTY DESCRIBED ABOVE, PLEASE CONTACT YOUR MORTGAGE COMPANY BEFORE PAYING THIS TAX BILL. THIS WILL AVOID DUPLICATE PAYMENTS ON YOUR ACCOUNT.

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 7-38-30, 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 of 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 owing 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 7-38-66, 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 7-38-20, 7-38-21, and 7-38-29.

IF YOU HAVE A QUESTION, PLEASE CALL US AT (505) 544-4800. / SI USTED TIENE ALGUNA PREGUNTA, NO DEJE DE LLAMARNOS AL (505) 544-4800.

CORDIALLY, / CORDIALMENTE,

Tracy L. Sedillo

TRACY L. SEDILLO, TORRANCE COUNTY TREASURER

10-19-22_y5

Please fold on perforation BEFORE tearing

YOUR REQUEST FOR AN ADDRESS CHANGE WILL BE FORWARDED TO THE TORRANCE COUNTY ASSESSOR FOR CORRECTION AFTER YOUR TAX PAYMENT HAS BEEN PROCESSED. OUR TAX BILLS ARE PREPARED ACCORDING TO THEIR RECORDS. PLEASE VERIFY WITH THE TORRANCE COUNTY ASSESSOR THAT YOUR ADDRESS HAS BEEN CORRECTED.

CORRECT NAME AND MAILING ADDRESS	
NAME	ACCOUNT NUMBER(S)
ADDRESS	
CITY	STATE
	ZIP CODE
EMAIL ADDRESS	TELEPHONE

Please fold on perforation BEFORE tearing

YOUR REQUEST FOR AN ADDRESS CHANGE WILL BE FORWARDED TO THE TORRANCE COUNTY ASSESSOR FOR CORRECTION AFTER YOUR TAX PAYMENT HAS BEEN PROCESSED. OUR TAX BILLS ARE PREPARED ACCORDING TO THEIR RECORDS. PLEASE VERIFY WITH THE TORRANCE COUNTY ASSESSOR THAT YOUR ADDRESS HAS BEEN CORRECTED.

CORRECT NAME AND MAILING ADDRESS	
NAME	ACCOUNT NUMBER(S)
ADDRESS	
CITY	STATE
	ZIP CODE
EMAIL ADDRESS	TELEPHONE



Torrance County
 PO Box 258 · Estancia, NM 87016
 office (505) 384-4303
 fax (505) 384-4362
tcassessor@tcnm.us
 Website: www.torrancecountynm.org

New Mexico Business Personal Property Report

This is an Official Request and a response is required.
Deadline for response is the last day of February, 2023

Business Name Below

School District:

Account Number:

The following must be completed

Name of business owner* _____

Business start date* _____

Mailing Address* _____

Phone # _____

Mailing Address _____ Change OR Correction _____
--

Business ID/License # _____

NM Federal ID # _____

Contact Person * _____

Phone # * _____ Fax # _____

Physical location of business * _____

Type of Business * _____
 (i.e. Retail, Oil & Gas, Fast Food, Restaurant, Hair Salon, Construction, etc.)

Does business report to NM State Assessment Bureau? YES, CAB# _____ NO

Does business have leased equipment? YES (see back for instructions) NO

Transfer of Ownership	
Name of Buyer _____	Phone # _____
Mailing Address _____	*Date of Closing/Sale: _____
City, State, Zip _____	_____

<p>Active Business no longer depreciating assets</p> <p>_____ possesses no business personal property for which the owner has claimed a deduction for depreciation for federal income tax purposes during any federal income taxable year occurring in whole or in part during twelve months immediately preceding the first day of the property tax year (January 1).</p> <p>Signature of Owner/Agent* _____ Date* _____</p>
--



PERSONAL PROPERTY STATEMENT

This form must be complete in accordance with the New Mexico Property Tax Statutes.
Return to Torrance County Assessor at the address below by February 28, 2023

ITEM DESCRIPTION	PURCHASE PRICE	DATE	BOOK VALUE
OFFICE FURNITURE FIXTURES, MACHINES AND MISC. EQUIPMENT	\$ _____	_____	\$ _____
COPIERS, DUPLICATORS, FAX MACHINES	\$ _____	_____	\$ _____
COMPUTER SOFTWARE & PERIPHERALS	\$ _____	_____	\$ _____
STORE, RESTAURANT & MOTEL EQUIPMENT, ETC.	\$ _____	_____	\$ _____
CONTRACTORS EQUIPMENT	\$ _____	_____	\$ _____
OTHER: LIST BELOW OR ATTACH LISTING			
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

* New Mexico Statutes require the actual date of acquisition or construction.
** Calculate the book value on a straight-line basis.

DO NOT USE ACRS, MACRS OR ANY OTHER TYPE OF DEPRECIATION.

Torrance County Assessor
 PO Box 258
 Estancia, NM 87016
 office (505) 544-4303
 fax (505) 384-4362
tcassessor@tcnm.us
 Website: www.torrancecountynm.org

DEPRECIATION SCHEDULES
Tax Year 2023

Schedule 1		Schedule 2		Schedule 3	
3 yr life		6 yr life		10 yr life	
Short-term rentals, VCR's, video games, software (canned)		Computer equip, typewriters, copiers, calculators, communications, phone systems, fax machines, electronic equip, cell phones, drones, TV's, Billboards (with LED components), Delinea & Well Service		FF & E, vending machines, recreation equip, residential furnishings, motels, restaurants & bars, farm equip, heavy construction contractors equip, signs (other than billboard and electronic), portable buildings	
2022	85%	2022	93%	2022	96%
2021	56%	2021	78%	2021	87%
2020	27%	2020	64%	2020	78%
2019	13%	2019	49%	2019	69%
		2018	34%	2018	61%
		2017	20%	2017	52%
		2016	13%	2016	43%
				2015	34%
				2014	26%
				2013	17%
				2012	13%

Schedule 4		Schedule 5		Schedule 6		Schedule 7	
14 yr life		20 yr life		25 yr life		45 yr life	
Manufacturing equip. of chemical, rubber, metal, stone, glass, steel mills		Billboards (excluding LED components)		Gas & purification plants, pipelines, oil field compressors, storage & holding tanks		Bank vaults	
2022	97%	2022	98%	2022	98%	2022	99%
2021	91%	2021	93%	2021	95%	2021	97%
2020	84%	2020	89%	2020	91%	2020	95%
2019	78%	2019	85%	2019	88%	2019	93%
2018	72%	2018	80%	2018	84%	2018	91%
2017	66%	2017	76%	2017	81%	2017	89%
2016	59%	2016	72%	2016	77%	2016	87%
2015	53%	2015	67%	2015	74%	2015	86%
2014	47%	2014	63%	2014	70%	2014	84%
2013	41%	2013	58%	2013	67%	2013	82%
2012	34%	2012	54%	2012	63%	2012	80%
2011	28%	2011	50%	2011	60%	2011	78%
2010	22%	2010	45%	2010	56%	2010	76%
2009	16%	2009	41%	2009	53%	2009	74%
2008	13%	2008	37%	2008	49%	2008	72%
		2007	32%	2007	46%	2007	70%
		2006	28%	2006	42%	2006	68%
		2005	23%	2005	39%	2005	66%
		2004	19%	2004	35%	2004	64%
		2003	15%	2003	32%	2003	62%
		2002	13%	2002	28%	2002	60%
				2001	25%	2001	58%
				2000	21%	2000	56%
				1999	18%	1999	54%
				1998	14%	1998	53%
				1997	13%	1997	51%
						1996	49%
						1995	47%
						1994	45%
						1993	43%
						1992	41%
						1991	39%
						1990	37%
						1989	35%
						1988	33%
						1987	31%
						1986	29%
						1985	27%
						1984	25%
						1983	23%
						1982	21%
						1981	20%
						1980	18%
						1979	16%
						1978	14%
						1977	13%



TORRANCE COUNTY
 PO BOX 258 • ESTANCIA, NM 87016
 office (505) 544-4300
 fax (505) 384-4362
 tcassessor@tcnm.us
 Website: www.tcassessornm.org

2023 NEW MEXICO LIVESTOCK REPORT

**This is an Official Request and a response is required.
 Deadline for response is the last day of February.**
 Please complete and return this form by the due date regardless of status. Failure to return this form by the deadline will result in a 5% penalty and/or your Special Method Agricultural rate will be removed.

Account Number:

Change of Address or Correction:

RANCH OR FARM NAME _____
 If different from owner name.

INSTRUCTIONS: Complete Sections A, B, C & D

Section A. <input type="checkbox"/> Grazing Land (40 acres or more)	<input type="checkbox"/> Irrigated Farming list crops attach sheet if necessary	<input type="checkbox"/> Conservation Program (Active in CRP program)	<input type="checkbox"/> *Resting (2 yrs max) List Reason Below
*Reason for resting land _____			

Section B.	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> Lease Information: Please provide a copy of your lease agreement </div>
<p style="color: red;">Please note that if your land is being grazed or leased by someone else you must provide us with their complete information in order to keep your grazing rights active, attach additional sheets if necessary.</p>	
Name _____	Phone _____
Address _____	City _____
State _____	Zip _____ Email _____
<p style="color: red;">Please specify which months of the year land is leased. Subject to field check. _____</p>	
STATE LAW <i>The State of New Mexico requires all livestock to be reported to the County Assessor's Office. Livestock that is in New Mexico for a portion of a Tax year exceeding thirty days is subject to Ad Valorem Tax at a pro-rated value. Subsection D of Section 7-36-21 NMSA. "Any person who intentionally refuses to make a report required of him under this section or who knowingly makes a false statement in a report required under this section is guilty of a misdemeanor and shall be punished by the imposition of a fine."</i>	
<p>I DO SOLEMNLY AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p>	
_____ Signature of Owner	_____ Date
_____ Phone number where you can be reached	
Please PRINT Name _____	_____ Email Address

Section C.

Do you own livestock? ___ Yes ___ No If Yes, fill out entire section C. If No, fill out Section D.

DO NOT REPORT ANIMALS OTHER THAN YOUR OWN.

CATTLE			
Type	Common (Not Registered)	Registered	* Number of Months in County or Entire Year
Bulls			
Cows			
Heifers (replacement)			
Heifer Calves			
Steer Calves		n/a	
Steers (1yr.+) yearlings		n/a	
DAIRY CATTLE			
Bulls			
Cows			
Heifers			
Calves			
Calf-Operation Only		n/a	
SHEEP			
Rams			
Ewes over 2 yrs.			
Ewes under 2 yrs.		n/a	
Sheep under 1 yr.			
Wethers		n/a	
RATITES			
Ostrich/Emus/Rhea		n/a	
BISON/BUFFALO			
Bulls		n/a	
Cows 3 years		n/a	
Heifers 1-3years		n/a	
Heifer Calves		n/a	
Bull Calves		n/a	

GOATS - OTHERS			
Type	Common (NotRegistered)	Registered	No Months in County-entire YR
Angora-Bucks			
Angora-Others			
Common-Bucks		n/a	
Common-Others		n/a	
Milk Goats			
Goats-Others			
ALPACAS & LLAMAS			
Llamas		n/a	
Alpacas		n/a	
ELK & DEER RANCHES			
Elk Bull		n/a	
Elk Cow		n/a	
Heifer Calves		n/a	
Bull Calves		n/a	
Deer Buck		n/a	
Deer Doe		n/a	
SWINE			
Boars		n/a	
Breeding Sows		n/a	
Hogs over 1 yr.		n/a	
Hogs under 1 yr.		n/a	
* EQUINE			
Horse			
Mule			
Donkey			

* Horses are considered livestock. However, they will not solely qualify your land for special method, unless used for a working ranch or business and must provide Internal Revenue Service Form F.

If you are the lessee on someone else's property please provide us with their information below. Attach additional sheet(s) if needed.

Name _____ Phone _____
 Address _____ City _____
 State _____ Zip _____ Email _____

Section D.

I DO NOT OWN ANY LIVESTOCK TO REPORT FOR THE CURRENT TAX YEAR.

OWNER NAME _____ PRINTED NAME _____ DATE _____ PHONE _____



TORRANCE COUNTY
 PO BOX 258 • ESTANCIA, NM 87016
 office (505) 544-4300
 fax (505) 384-4362
 tcassessor@tcnm.us
 Website: www.tcassessornm.org

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If different from owner name.

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Section A.	<input type="checkbox"/> Grazing Land (40 acres or more)	<input type="checkbox"/> Irrigated Farming list crops attach sheet if necessary	<input type="checkbox"/> Conservation Program (Active in CRP program)	<input type="checkbox"/> *Resting (2 yrs max) List Reason Below
* Reason for resting land _____				

Section B.	Lease Information: Please provide a copy of your lease agreement
Please note that if your land is being grazed or leased by someone else you must provide us with their <u>complete</u> information in order to keep your grazing rights active, attach additional sheets if necessary.	
Name _____	Phone _____
Address _____	City _____
State _____	Zip _____ Email _____
Please specify which months of the year land is leased. Subject to field check. _____	
STATE LAW	
<i>The State of New Mexico requires all livestock to be reported to the County Assessor's Office. Livestock that is in New Mexico for a portion of a Tax year exceeding thirty days is subject to Ad Valorem Tax at a pro-rated value. Subsection D of Section 7-36-21 NMSA. "Any person who intentionally refuses to make a report required of him under this section or who knowingly makes a false statement in a report required under this section is guilty of a misdemeanor and shall be punished by the imposition of a fine."</i>	
I DO SOLEMNLY AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
_____ Signature of Owner	_____ Date
_____ Phone number where you can be reached	
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Bulls			
Cows			
Heifers (replacement)			
Heifer Calves			
Steer Calves		n/a	
Steers (1 yr.+) yearlings		n/a	
DAIRY CATTLE			
Bulls			
Cows			
Heifers			
Calves			
Calf-Operation Only		n/a	
SHEEP			
Rams			
Ewes over 2 yrs.			
Ewes under 2 yrs.		n/a	
Sheep under 1 yr.			
Wethers		n/a	
RATITES			
Ostrich/Emus/Rhea		n/a	
BISON/BUFFALO			
Bulls		n/a	
Cows 3 years		n/a	
Heifers 1-3years		n/a	
Heifer Calves		n/a	
Bull Calves		n/a	

GOATS - OTHERS			
Type	Common (NotRegistered)	Registered	No Months in County-entire YR
Angora-Bucks			
Angora-Others			
Common-Bucks		n/a	
Common-Others		n/a	
Milk Goats			
Goats-Others			
ALPACAS & LLAMAS			
Llamas		n/a	
Alpacas		n/a	
ELK & DEER RANCHES			
ElkBull		n/a	
ElkCow		n/a	
Heifer Calves		n/a	
Bull Calves		n/a	
Deer Buck		n/a	
Deer Doe		n/a	
SWINE			
Boars		n/a	
Breeding Sows		n/a	
Hogs over 1 yr.		n/a	
Hogs under 1 yr.		n/a	
* EQUINE			
Horse			
Mule			
Donkey			

* Horses are considered livestock. However, they will not solely qualify your land for special method, unless used for a working ranch or business and must provide Internal Revenue Service Form F.

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Name _____ Phone _____
 Address _____ City _____
 State _____ Zip _____ Email _____

Section D.

I DO NOT OWN ANY LIVESTOCK TO REPORT FOR THE CURRENT TAX YEAR.

OWNER NAME _____ PRINTED NAME _____ DATE _____ PHONE _____



TORRANCE COUNTY TREASURER

PO Box 318 - 205 S Ninth Street, Estancia, NM 87016-0318

(505) 544-4800

www.torrancecountynm.org

Office Hours: Monday - Thursday 7:30 am to 4:30 pm CLOSED FRIDAYS

NOTICE OF DELINQUENT TAXES

1*1**G48**0.548**1/2*****SNGLP
XYZ Company
1234 Sesame Street
Estancia, NM 87018



NOTICE: Manufactured home demand warrant fee is **\$75**. This fee will be applied to all delinquent manufactured home accounts not paid before June 21, 2021.

PROPERTY # 1-032-029-326-453 000000
NW4NE4 LESS 1 AC HOMESITE

	TAX AMOUNT	PENALTY	INTEREST	STATE COST	TOTAL
2020-0002272	\$43.12	\$0.86	\$5.00	\$0.00	\$48.98

ATTEMPTS TO EVADE OR DEFEAT THE PROPERTY TAX

Pursuant to 7-38-92 NMSA, 1978, any person who willfully attempts to evade the payment of any property tax is guilty of a fourth degree felony. He shall be fined not more than five thousand dollars (\$5,000), or imprisoned for not less than one year nor more than five years, or both.

INTEREST AND PENALTY

Pursuant to 7-38-49 and 7-38-50 NMSA, 1978, 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. 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 is less than five dollars (\$5.00), the penalty 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. A state processing cost will be added by County Treasurers to delinquent

property accounts transferred to the Property Tax Division for collection.

PERSONAL PROPERTY TAXES

(INCLUDES MANUFACTURED HOMES)

If property taxes due on personal property are not paid, criminal charges may be filed against the owner under state statute 7-38-92. Personal property may be seized and sold for taxes under authority of a demand warrant pursuant to 7-38-53 NMSA, 1978.

REAL PROPERTY TAXES

PROPERTY 3 YEARS OR MORE DELINQUENT WILL BE TURNED OVER TO THE STATE OF NEW MEXICO FOR COLLECTION AND/OR AUCTION. If the delinquent tax, interest, and penalties are not paid prior to July 1 of the year following the year in which the taxes have been delinquent for more than two years, this property will be placed on a delinquency list and forwarded to the Property Tax Division for collection. Pursuant to 7-38-65 NMSA, 1978, if the described property is "real property" and taxes are not paid within three (3) years from the date of delinquency, the real property will be sold and a deed issued by the Property Tax Division of the New Mexico Taxation and Revenue Department

Please fold on perforation BEFORE tearing

4-27-21_v1

Notice of Delinquent Taxes

In accordance with New Mexico Statute 7-38-60 and 7-38-51 this is to notify you that property taxes upon the above listed property in the following amounts became delinquent on: **May 10, 2021**

	TAX AMOUNT	PENALTY	INTEREST	STATE COST	TOTAL
2020-0002272	\$43.12	\$0.86	\$5.00	\$0.00	\$48.98

XYZ Company
1234 Sesame Street
Estancia, NM 87018



Payment Coupon

TAX BILL #:	ACCOUNT #:
2020-0002272	0021518
Amount of Tax Due:	\$43.12
Interest Due:	\$0.86
Penalty Due:	\$5.00
State Cost:	\$0.00
Total Amount Due:	\$48.98
If Paid By:	JULY 10, 2021

Additional Interest & Penalty will accrue if not paid by: **JULY 10, 2021**

Please write your account and/or tax bill number on your check made payable to: **Torrance County**
Your cancelled check is your receipt. You may also pay online at www.torrancecountynm.org or by phone 1-877-690-3729 you must enter jurisdiction code **4113**. E-Check is now available online or by phone for a \$1.75 fee.

You will be charged a 2.50% convenience fee for credit card payments.

Change of address on back of coupon.



1/1 1





2023 NOTICE OF VALUE

Jesse Lucero
Torrance County Assessor
P.O. Box 258 Estancia, NM 87016
(505) 544-4300 Fax (505) 384-4362

Website: www.torrancecountynm.org | Office Email: tcassessor@tcnm.us

THIS IS NOT A TAX BILL

Property Listed and Valued as of
JANUARY 1, 2023
**THIS VALUE WILL BE A FACTOR IN
DETERMINING YOUR 2023 PROPERTY
TAX BILL.**

Account Number

R023942

Official Mailing Date

March 31, 2023

Protest Deadline

April 30, 2023

19877*51**G50**0.4455**1/1*****AUTOALL FOR AADC 798
DRAGONETTI LOUIS ETUX
6750 VISTA DEL NORTE ST.
LAS CRUCES NM 88012



THIS IS THE ONLY NOTICE OF VALUE YOU WILL RECEIVE UNLESS YOU ARE THE OWNER OF PERSONAL PROPERTY OR TAXABLE LIVESTOCK. FOR ADDITIONAL INFORMATION ON HOW TO CHANGE AN ADDRESS, CLAIM AN EXEMPTION, REPORT A CHANGE TO PROPERTY, OR RENDER LIVESTOCK, MOBILE HOMES AND BUSINESS PERSONAL PROPERTY PLEASE VISIT OUR WEBSITE AT WWW.TORRANCECOUNTYNM.ORG OR CALL OUR OFFICE AT (505) 544-4300.

District 8OUTEDG-NR	NET TAXABLE VALUES WILL BE ALLOCATED TO THE GOVERNMENTAL UNITS IN SCHOOL DISTRICT.	Year 2023	UPC Code 1040054083447000000	PROPERTY CLASS NON-RESIDENTIAL
Property Location				
Property Legal Description: Quarter: NW 5: 3 T: 9N R: 7E LANDS OF C E SMITH IN N2SE4NM4 TR A SURVEY B/303, LANDS OF C E SMITH IN N2SE4NM4 TR A SURVEY B/303, IN N2SE4NM4, TR A, SURVEY B/303				
2022 (Previous Year's) Property Value and Tax Information These values reflect analysis of 2021 market value		2023 (Current Year's) Property Value Information These values reflect analysis of 2022 market value		
	TAXABLE VALUE	PROPERTY CLASS Non-Residential Land	UNITS/AREA	FULL VALUE TAXABLE VALUE
				\$20,990 \$6,997
Previous Year's Taxable Value	\$6,997	Current Year's Full Value		\$20,990
Previous Year's Exemption Value	\$0	Current Year's Taxable Value		\$6,997
Previous Year's Net Taxable	\$6,997	Current Year's Net Taxable		\$6,997*
		* Residential valuation limitation (NMSA 7-36-21.2) may apply.		
2022 (Previous Year's) RES Tax Rate	0	2023 Estimated RES Tax Rate		0
2022 (Previous Year's) NON-RES Tax Rate	0.025043	2023 Estimated NON-RES Tax Rate		0.025043
2022 (Previous Year's) Tax Amount	\$175.24	2023 Estimated Tax Amount		\$175.24

Instructions for calculating estimated taxes (NMSA 7-38-20): (Current year's net taxable value) X (Previous year's tax rate) = Estimated current year taxes. This calculation is an estimate. Actual taxes may be higher or lower than the estimate as tax rates are subject to change annually.

"FULL VALUE" MEANS THE VALUE DETERMINED FOR PROPERTY TAXATION PURPOSES. "TAXABLE VALUE" IS 33 1/3% OF "FULL VALUE". "NET TAXABLE VALUE" IS "TAXABLE VALUE" LESS EXEMPTIONS AND IS THE VALUE UPON WHICH TAX IS IMPOSED. THIS DOCUMENT CONSTITUTES A PROPERTY OWNER'S NOTICE OF VALUATION AS REQUIRED UNDER SECTION 7-38-20 OF THE NEW MEXICO PROPERTY TAX CODE.

Protesting Valuation: (NMSA 7-38-24) A property owner may protest the value or classification determined by the county assessor for his property for property taxation purposes, the assessor's allocation of value of his property to a particular governmental unit or denial of a claim for an exemption or for a limitation on increase in value by filing a petition with the assessor. Petitions of protest to the County Assessor are required to be filed with the county assessor no later than thirty (30) days after the mailing by the assessor of the Notice of Valuation.

LIMITATION ON INCREASE IN VALUE FOR SINGLE-FAMILY DWELLINGS OCCUPIED BY LOW-INCOME OWNERS SIXTY-FIVE YEARS OF AGE OR OLDER OR DISABLED: (NMSA 7-36-21.3) Applications for valuation limitations may be picked up from the Assessor's Office. An owner who applies for the limitation of value specified in this section and files proof of income eligibility for the three consecutive years immediately prior to the tax year for which the application is made need not claim the limitation for subsequent tax years if there is no change in eligibility. The previous year's modified gross household income must be \$40,400 per year or less and the applicant must be disabled or 65 years of age in the year in which the application is made.





TORRANCE COUNTY TREASURER

PO Box 318 - 205 S Ninth Street Estancia, NM 87016-0318
(505) 544-4800 www.torrancecountynm.org

Office Hours: Monday - Thursday 7:30 am to 4:30 pm CLOSED FRIDAYS

Notice of Manufactured Home Lien

This is to inform you that the taxes are delinquent on the manufactured home described on the enclosed Manufactured Home Tax Status Certification.

PURSUANT TO 7-38-52 NMSA 1978, NOTIFICATION TO MOTOR VEHICLE DIVISION OF UNPAID TAXES ON YOUR MANUFACTURED HOME HAS BEEN SENT. NOTICE OF FILING CONSTITUTES A LIEN AGAINST THIS MANUFACTURED HOME.

On July 12, 2022, a \$75.00 demand warrant fee was imposed. The total amount due includes the \$75.00 fee. Please pay the total amount due by September 10, 2022 to avoid having your home processed for public auction. Payment plans are available to assist you. Please contact our office at 505-544-4807 for more information.

Your finance company/lienholder will be informed regarding the status of your taxes.

If you no longer own the manufactured home, or it has been moved, please contact our office so we may update our records.

	ACCOUNT #:
	M004848
Total Amount Due:	\$2030.34
If Paid By:	SEPTEMBER 10, 2023
Additional Interest & Penalty will accrue if not paid by: SEPTEMBER 10, 2023	

MVD-100es
REV. 06/00

State of New Mexico - Motor Vehicle Division
Manufactured Home Section, Room 2152
P.O. Box 1028 Santa Fe, New Mexico 87504-1028

MANUFACTURED HOME TAX STATUS CERTIFICATION
(Relating to Future or Pending Transfer of Manufactured Home Title)

Name of Registered Owner	Year	Make
XYZ	1984	CHAMPION WOODLAKE
Mailing Address	Size	License Plate Number
1234 SESAME STREET	014X066	LIC-D0000
City, State, Zip Code	Vehicle Identification Number	
ESTANCIA, NM 87016	SER-000000000	
Location of Manufactured Home		
1984 CHAMPION WOODLAKE 014X066 MH PTD- 001111 LIC- D3876 SER- 999999999		
The undersigned certifies being the legal county official having custody of tax records and attests that:		
<input checked="" type="checkbox"/> A LIABILITY EXISTS ON THE REFERENCED MANUFACTURED HOME DUE TO UNPAID PROPERTY TAXES.		
<input type="checkbox"/> NO LIABILITY EXISTS FOR PROPERTY TAXES ON THE REFERENCED MANUFACTURED HOME FOR THE CURRENT TAX YEAR OR ANY PAST TAX YEARS.		
 Signature of County Treasurer or Assessor		08/10/2022 Date
County of: <u>TORRANCE</u>		M004848

Please fold on perforation BEFORE tearing

REMITTANCE COUPON

Please detach coupon at perforation and return coupon and payment by September 10, 2023 in the provided envelope.

MUST PAY WITH CERTIFIED FUNDS ONLY (CASHIER'S CHECK OR MONEY ORDER).

CASH AND CREDIT CARDS ALSO ACCEPTED IN OUR OFFICE. NO PERSONAL CHECKS. ONLINE PAYMENTS ARE ALSO AVAILABLE AT WWW.TORRANCECOUNTYNM.ORG - CLICK THE "PAY TAXES ONLINE" LINK.

533**G47**0.696**1/1*****SNGLP
XYZ
1234 SESAME STREET
ESTANCIA, NM 87016

	ACCOUNT #:
	M004848
Total Amount Due:	\$2030.34
If Paid By:	SEPTEMBER 10, 2023
Additional Interest & Penalty will accrue if not paid by: SEPTEMBER 10, 2023	