

County of Otero Purchasing
1101 New York Ave., Room 118
Alamogordo, NM 88310
(575) 434-0710
FAX (575) 443-2914



Sealed Bid No. 17-002 Printing Tax Bills
Contract Otero County Treasurer
Bid Deadline: Tuesday, June 28, 2016 ,
@3.00 P.M.
Procurement Agent: Ginger Herndon

INVITATION FOR BIDS

THE COUNTY OF OTERO IS REQUESTING COMPETITIVE SEALED BIDS FOR THE FOLLOWING GOODS OR SERVICES:

TITLE: PRINTING TAX BILLS
BID 17-002
OPEN: TUESDAY, JUNE 28, 2016 3:00 PM. local time

FOR ADDITIONAL INFORMATION CONTACT:

GINGER HERNDON, PURCHASING AGENT _____
PHONE: (575) 434-0710

THE OTERO COUNTY PURCHASING OFFICE, WILL RECEIVE COMPETITIVE SEALED BIDS FOR THE GOODS OR SERVICES DESCRIBED IN THIS BID AT:

VIA MAIL
OTERO COUNTY PURCHASING
1101 NEW YORK AVE. Room 118
ALAMOGORDO, NM 88310

HAND CARRIED
OFFICE OF THE PURCHASING AGENT
1101 NEW YORK AVE. Room 118
ALAMOGORDO, NM 88310

ANY BIDS RECEIVED AFTER BID OPENING DATE/TIME WILL BE RETURNED UNOPENED. PLEASE USE THE ENCLOSED MAIL LABEL ON THE OUTSIDE OF YOUR ENVELOPE.

NOTE: USE OF THE MAIL SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY

GENERAL SPECIFICATIONS:

1. Forms must comply with US Postal Regulations.
2. The awarded bidder shall submit proofs of all forms for review by the Otero County Treasurer's Office by all negotiated deadlines. Written acknowledgement of final acceptance of all changes shall be required.
3. The awarded contractor will be required to work with Otero County Treasurer's Office to facilitate the transfer of records necessary for testing and final imaging of desired bills. Proofs and tests are required and must be approved in writing by the Treasurer's no less than stated on the Tentative Tax Billing Schedule, which is (September 30).
4. Postage will be billed separately but will be reimbursed per contract or purchase order per CASS Certification.
5. Failure to meet the negotiated deadline of any of the mailings will result in a penalty of 10% if total amount due per day after deadline up to a maximum of 50% of the total amount due for preparing and distributing the mailing. Penalty will be deducted from the payment due.
6. The negotiated schedule will be contingent upon the correct information being received in a timely manner from the Otero County Treasurer's Office. The awarded contractor is responsible to direct all actions through the County Treasurer, Cathe Prather (575) 437-2030 and to keep her apprized of all printing, scheduling and mailing matters.
7. The contract is to be effective from date of execution to June 30, 2017 and is renewable annually for three years not to exceed a total of four (4) years, June 30, 2020..

B I D F O R M AND SIGNATURE SHEET
TREASURER'S TAX-FORMS

{*SEE ATTACHED SPECIFICATIONS FOR PRINTING OTERO COUNTY TREASURER
TAXBILLS.} (**NO EXCEPTIONS**)

INCLUDE IN BID COST OF PROVIDING 500 BLANK FORMS ON WHICH REPRINTS
OF DUPLICATE BILLS CAN BE DONE FROM THE COUNTY TREASURER'S OFFICE.

UNIT PRICE PER PIECE: \$_____

TOTAL PRICE: \$_____

ESTIMATED POSTAGE: \$_____

AUTHORIZED SIGNATURE OF REPRESENTATIVE/DATE

PRINT NAME

COMPANY NAME

ADDRESS

TELEPHONE AND FAX #

EMAIL ADDRESS

IN-STATE PREFERENCE #

Specifications for printing

OTERO COUNTY TREASURER'S TAXBILLS FOR 2016

The Otero County Treasurer is seeking a one source supplier to design, print, variable image, CASS certify and prepare for mailing the 2016 tax bills. The successful bidder must comply with the specifications exactly as required in this request. This request deals with three areas of performance.

1. DESIGN AND ACTUAL PRINTING OF THE MAIL PIECES

Successful bidder will use attached design as the basis for the final design of the printed piece. Final approval of the printed matter will rest with the county.

The successful bidder will be responsible for the printing and on-time delivery of the printed matter so that the county's approximate mail date of October 12" can be met. The provision needs to be made that the tax bills will be mailed by above date or within 5 days of Otero County receiving the tax rates from Santa Fe.

COMPONENT PARTS

- A) Tax Bill — an 8 1/2" x 11 laser statement, printed 3 color on face and 1 color back. There will be one full width perforation and one partial length perforation on the form to make two tax-billing stubs to include in a remittance. The form will be printed on 24# bond white paper. Color — as per attached sample #1. Changes to the sample form are highlighted in yellow.
- B) #10 Window Envelope — printed on 24# white wove with 2 color print on the face. The window is in the standard position meeting postal guidelines as set forth by the USPS in July 1996. The window envelope will be tinted on the inside to insure confidentiality of tax information. See Sample #2. Changes to the sample form are highlighted in yellow.
- C) Tax Bill List Form for multiple property taxes. (Sample #3) on 8 'A" x 11", printed on 3 color on face and 1 color on back. Back should have laws printed as is on sample 1 for 1 page bills. Multiple parcel bills will include a remittance copy for taxpayer to return with payment. Changes to the sample form are highlighted in yellow.

2. VARIABLE IMAGING

The county will provide the variable information that is to be printed on the bills on tape disk or by e-mail to the vendor. The vendor will then process the data and print the piece using the format that has been decided on by the county. The variable imaging can be applied by laser print, ink jet or high-speed impact directly on the face of the bill.

The successful bidder will program the data to handle multiple property tax parcels in an account in an efficient and economical fashion within the framework on the tax laws. The county is open as to how this problem can be resolved economically. A summary page by account is needed for each property owner that has 5 or more parcels in his account. The successful bidder needs to provide programming to do this summarizing. It shall not be done at the county level.

The successful bidder will put four or less property tax bills for the same account number into one envelope in order to save mailing costs and to reduce the chance of any bills getting lost in the mail.

3. MAIL SERVICES

The selected vendor must perform all required CASS services and mail sorting and preparation to guarantee to the county that this mailing be dropped at the least amount of postage which will be sorted to automated carrier routing. Outgoing mailing pieces with tax bills enclosed, First Class permit and any other required postal indicator properly affixed must be delivered fully sealed, addressed and presorted. Mailing can be done from point of production.

Prior to mailing, the successful vendor will accept our address files and match them with accurate delivery addresses and provide the county a coded log that will show non-accurate locations that can be corrected prior to the mailing.

MAIL INTEGRITY

All work is to be done in-house by the successful vendor. The successful vendor must present a statement of confidentiality letter that will protect the information that is provided to the mailer by the county. The selected vendor must provide written documentation by reports off of their intelligent printer and inserter that will guarantee to the county that every bill was properly printed, inserted and mailed. These reports will include:

TIMES AND TOTAL AUDIT REPORT

This report will show the number of mail pieces that were sent through the inserter, the time and date that a particular address was inserted and provide an accurate audit trail for the proof that each piece was printed and mailed.

FAULT SUMMARY

This report will analyze the quality of the printing, folding, inserting and metering of the process. Should the machine jam, fail to insert or have any other difficulty with any bill in the run this report will highlight the problem, tell when and what occurred, which bill was affected and prove that the situation was corrected and provide documentation that the bill was sent.

FEE COUNT SUMMARY

This report will verify by station (folder, inserter, and meter machine) that every tax bill was printed, folded, inserted and metered. When coupled with the fault summary and USPS form 3553 every bill will be accounted for from the tape provided by the county to the bill being placed into the mail.

These computer-generated reports are essential to the accuracy of the mailing and are the minimum standards that the county will accept.

SINGLE PIECES REQUIRED TO BE PRINTED — approximately 42,500.

APPROXIMATELY 10,500 BILLS ARE LEDGER BILLS BEING MAILED TO THE SAME ADDRESS. WE WANT THE VENDOR TO TRY TO ACCOMMODATE THE 5 OR MORE PARCELS THAT ARE MAILED TO THE SAME ACCOUNT AND THE SAME ADDRESS. (See second paragraph on page one under 2. Variable Imaging.)

SPECIAL INSTRUCTIONS:

MUST BE ABLE TO PROVIDE A CD CONTAINING E-COPIES OF EVERY BILL.

COUNTY WILL NOT ACCEPT OVERRUNS AND UNDERRUNS

TEST DESIGN AND PROGRAMMING TO BE COMPLETE BY OCTOBER 1, 2016

AWARDED PARTY WILL SUPPLY 30 COMPLETED TAX BILLINGS FROM DIFFERENT SCHOOL DISTRICTS WITH 2016 ACTUAL BILLING INFORMATION TO OTERO COUNTY TREASURER'S OFFICE BY OVERNIGHT MAIL, IN ORDER TO VERIFY INFORMATION. PLEASE PULL 5 SAMPLES WHICH INCLUDE INFORMATION CONCERNING THE MORTGAGE COMPANY, AS STATED BELOW, AND FIVE SAMPLES OF THE BUYERSELLER SCENARIO. A FAXED APPROVAL FROM THE OTERO COUNTY TREASURER'S OFFICE WILL BE SENT TO AUTHORIZE CONTINUATION OF PRINTING.

OTHER SPECIAL INSTRUCTIONS:

- 1) Duplicate bills need to be sent to buyer/seller, and the information needs to be referenced on the tax bill.
- 2) The duplicate tax bill (see item 2) information needs to supersede the mortgage company information if both apply to the tax bill.
- 3) Do not print zero amount due bills.
- 4) Bill reference number needs to be seen from the address envelope window.
- 5) Exemptions need to have minus signs next to them.

FOLLOWING IS A TENTATIVE TAX BILLING SCHEDULE WITH WHICH THE AWARDED BIDDER WILL NEED TO COMPLY.

- July 18, 2016 Successful bidder is notified
- September 12, 2016 Otero County will send a test file as needed by successful bidder.
- September 19, 2016 Data proofs and form proofs will be given to the Otero County Treasurer's office.
- September 19 — 23 Work together to determine final copy and approval
- October 01, 2016 Otero County approves final copy
- October 3-7, 2016 Otero County provides final files to be merged with forms and thirty samples as described in specifications section will be provided to the county treasurer's office.
- October 17, 2016 Successful bidder mails Otero County Tax Bills and provides documentation to the Otero County Treasurer's office by October 24, 2016

**OTERO COUNTY PURCHASING
TERMS & CONDITIONS
UNLESS OTHERWISE SPECIFIED.**

1. **BIDS ARE TO COMPLY WITH ALL INSTRUCTIONS AND PROVIDE THE INFORMATION REQUESTED. FAILURE TO DO SO MAY DISQUALIFY YOUR BID.** All bid items are to be NEW and of most current production, unless otherwise specified.
2. Samples of items, when required, must be furnished free of expense prior to the opening of bids and if not destroyed, will, upon request, be returned at the bidders expense.
3. Prices should be stated in units or quantity specified, with packing included. All deliveries will be F.O.B. Alamogordo, NM unless otherwise specified.
4. Time or proposed delivery must be stated in definite terms. If time varies for different items, the bidder should so state.
5. Time of delivery shall be stated as the number of calendar days following receipt of the order either verbally or in writing, whichever is received first by the vendor, to receipt of the goods or services by Otero County.
6. Time of delivery may be a consideration in the award.
7. **Envelopes containing bids must be sealed and marked with name, address of the bidder, due date, and bid number.**
8. **IMPORTANT:** Bids not received in the office of the Purchasing Agent at the time of opening are disqualified and will be returned unopened.
9. Corrections and/or modifications received after the opening time specified will not be accepted.
10. Where an item is specified by brand name and numbers these are used in these specifications as a matter of convenience to indicate quality, type, and features desired. Accordingly demonstrably equal merchandise will be given full consideration and the bidder is invited to offer such, except where it is clearly stated that such brand names and/or models are specified for the purpose of standardization. Any "or equal" items offered must be substantially equal to the appearance, design, dimensions, approximate cost of the item specified, and must be of equivalent materials, function, and sturdiness of construction of the item specified. Any deviation from specifications must be clearly itemized by the bidder.
When offering substitutions, please specify, and include descriptive literature.
11. When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.
12. Otero County is exempt from paying sales tax for materials and federal excise taxes. Do not include those taxes in bid. A nontaxable transaction certificate will be provide when payment is made. Services and tax on labor only are not exempt.
13. If your bid is accepted, you will receive notification either verbally or in writing by an issuance of a Purchase Order Number authorizing you to make delivery. Only the accepted bidder will be notified of awards.
14. **ATTENTION BOOKKEEPING & AUDITING DEPARTMENTS:** Complete payment will be made only when entire order is filled, with the exception of "Open Order Purchases", unless otherwise stated on purchase order. **EXCEPTION: Partial payments will be allowed upon written notification and approval if order cannot be completed in a single shipment.** Payment terms are Net 30 days unless otherwise stated.
15. All addenda so issued shall become part of the bid documents.
16. Pricing shall remain effective for a minimum of thirty
(30) days after bid opening date.

CONDITIONS

1. The Purchasing Agent reserves the right to reject any and all bids, to waive any informality in bids, and **unless** otherwise specified to the bidder, to accept any item on the bid.
2. In case of error in the extension of prices in the bid, the unit price will govern.
3. Prompt payment discounts will not be considered in computing the low bid. Otero County will take advantage of cash discounts offered wherever possible.
4. Time in connection with discount offered will be computed from date of delivery or from date correct invoice is received, whichever is later.
5. Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for non-conformance with specifications shall be removed at the vendor's risk and expense, promptly after notice of rejection.
6. Otero County requires vendor certification be the New Mexico State Purchasing Agent before the 5% in-state bidding preference can be extended. Bidders claiming this preference must show certification number on bid and must be prepared to show evidence of certification for the commodity being bid. In-state vendors: failure to secure above will result in non-considerations of any preference for in-state bidders. This will not apply when Federal funds are used, Chapter 13-1-21.
7. Otero County reserves the right to award by item, group of items, or total bids; to reject any and all bids in whole or in part if, in the judgment of the Purchasing Agent, the best interests of Otero County will be served.
8. The Otero County Purchase Order Number shall be shown on all packing, delivery tickets, and other correspondence in connection with the shipment. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.

The Vendor's invoice shall be submitted and contain the following information: order number, description of supplies or services, quantities, unit prices, and extended totals. Separate invoices shall be rendered for each and every complete shipment.

9. Otero County reserves the right to cancel all or any part of this order without cost to the County, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the County due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of cause beyond the control and without the fault or negligence of the Vendor, such causes include, but are not restricted to, acts of God or of the public enemy, acts of the State or of the Federal Government, fires, goods, epidemics, quarantine restrictions, strikes, freight embargo's, unusually severe weather, and defaults of subcontractors due to any of the above, unless Otero County shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights and remedies of the county provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.
10. In signing this bid or accepting Purchase Order, the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this proposal submitted to Otero County Purchasing Agent.
11. Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. The New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

12. THIS BID/AWARD IS CONTINGENT UPON AVAILABLE FUNDING.

(terms)

rev 05/96

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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 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 of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“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.

“Prospective contractor” means a person or business that 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 or business 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.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

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)

Resident Veterans Preference Certification

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

PLEASE CHECK ONLY ONE STATEMENT FROM THE FOUR (4) STATEMENT LISTED BELOW

_____ I declare that my firm is ineligible to receive New Mexico Resident Veterans Preference

The following three (3) checkboxes are applicable to ONLY those vendors eligible to receive New Mexico Resident Veterans Preference AND who have included a valid New Mexico Resident Veterans Preference certificate with their sealed response. No preference will be extended unless a valid certificate is included in your sealed response. Submitted certificates shall be validated by Otero County with New Mexico Tax & Revenue

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

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

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

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

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

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

(Signature of Business Representative)* _____
(Date)

**Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of an award if the statements are proven to be incorrect.*

PROPOSAL CHECKLIST

Did You:

- Fill out the Quotation Sheet
- Fill Out and sign the Resident Veterans Preference form
- Fill Out and Sign the Campaign Contribution Form
- Acknowledge all addenda
- Fill out and Sign the Signature form
- Deliver your sealed proposal to Otero County Purchasing Department, 1101 New York Ave, Room 118, Alamogordo, New Mexico 88310 before **Tuesday 2016 @ 3:00 pm (local time).**
- Clearly mark your proposal with **Bid 17-002 PRINTING OF TAX BILLS CONTRACT OPEN /16 @ 3:00 PM**, on the front of the envelope.

*** If not completed as required, your bid may be deemed non-responsive.**

Contact the Purchasing Department immediately if any portion is missing. This form is for your information only and does not need to be submitted with your proposal

BID NO: 17-002

CONTRACT NO:

OTERO COUNTY
PROFESSIONAL
SERVICES CONTRACT

THIS AGREEMENT made and entered into this ____ day of ____ by and between Otero County hereinafter referred to as "County" and, _____ hereinafter referred to as "Contractor".

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. Scope of Work. The Contractor will render the following professional services to the County:

Provide services in strict accordance to sealed bid # __ , hereby incorporated by reference.

2. Coordination. That the Contractor will devote the necessary hours each week to the performance of such duties that may be assigned to him by the County. Contractor shall secure all licenses, permits, fees, etc., required for the performance of this work.

A. That the Contractor will serve the County diligently and faithfully, and according to his best ability and in all respects, will use his utmost endeavors to promote the interest to the County in accordance to County Terms and Conditions.

B. That the Contractor will maintain records indicating date and length of time such services are rendered. These records shall be subject to inspection by the designated agent of the County.

3. Compensation:

A. That the services rendered by the Contractor shall be at the location of _____ or where the County shall designate.

B. That for the services rendered satisfactorily as per paragraphs one through three, supra the County agrees to pay the Contractor compensation at the rate of \$ AS PER BID AGREEMENT # by the County upon receipt of a signed invoice. The Contractor will pay the New Mexico Gross Receipts Tax levied on the amounts payable under this contract, **THE COUNTY SHALL PAY APPLICABLE TAXES.**

C. Payment shall be made on a monthly basis upon receipt of a detailed, certified statement of account, which shall include dates and hours reported for the period covered by the regular statement. These records shall be subject to inspection by the County and designated Auditor. The County shall have the right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payments.

4. Status of Contractor: The Contractor is an independent contractor performing professional service for the County and is not an employee of the County. The Contractor shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of the County as a result of this contract.

5. Term: That the terms of this contract are contingent on sufficient appropriations and authorization being made by the County for the performance of this contract. The County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. This Agreement shall begin on __ and renewable on an annual basis and terminated on __ unless terminated by either of the parties hereto upon written notice delivered to the other party at least sixty (60) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

6. Assignment: The contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the County.

7. Subcontracting: The Contractor may not subcontract any portion of the services to be performed under this Agreement.

8. Conflict of Interest: The Contractor warrants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.

9. Indemnification: The Contractor shall hold harmless and indemnify the County against all civil actions, suits, demands, losses, or expenses, including attorney fees, which may be threaten or incurred at any time by reason out of Contractor's services provided pursuant to this Agreement.

10. Amendment: This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties thereto.

11. Scope of Agreement: This Agreement incorporates all the Agreements, covenants, and understandings between the parties thereto concerning the subject matter hereof, and all such covenants, Agreements, and understandings have been merged into this written Agreement. No prior Agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

12. Notice: This Agreement shall be governed by the laws of the State of New Mexico. The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statues impose felony penalties for illegal bribes, gratuities, and kick-backs. Receiving a bribe by a public officer of public employee (Section 30-24-2 NMSA, 1978) it is a fourth-degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-41-1, NMSA, 1978; it is a fourth-degree felony to commit offense or offering or paying illegal kickbacks (Section30-41-2, NMSA, 1978).

13. Signing Agreement: In signing this agreement the parties certify that each is aware of the proscriptions and requirements contained in the State of New Mexico Governmental Conduct Act (NMSA 1978 10-16 through 10-16-18) and that the act is applicable to this agreement and the conduct for the parties pursuant to the terms of this agreement. In signing this agreement, the Contractor certifies that this agreement is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States.

IN WITNESS THEREOF, the parties have executed this Agreement the day and year as above written.

COUNTY:

CONTRACTOR:

By: _____
Chairperson, Susan Flores

By: _____
SIGNATURE

Date: _____

NAME; TYPE OR PRINT

MAILING ADDRESS:

Attorney: _____
Lisa Jenkins

Date: _____

) _____

New Mexico Business license

TELEPHONE: (

FAX-() / _____ -

ATTEST:

Denise Guerra Clerk

Date: _____



PLACE
STAMP
HERE

 if new address

CATHE PRATHER
OTERO COUNTY TREASURER
1104 N. White Sands Blvd. Suite A
Alamogordo NM 88310-6901



CATHE PRATHER
OTERO COUNTY TREASURER
1104 N. White Sands Blvd. Suite A
Alamogordo NM 88310-6901

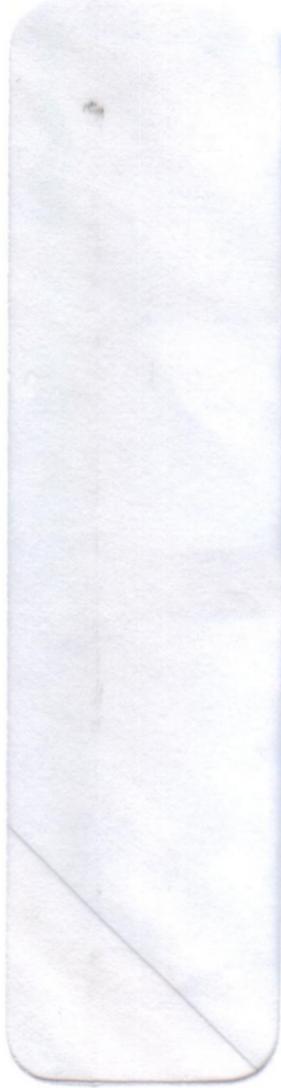
PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
PEREGRINE

FIRST CLASS MAIL

FORWARDING SERVICE REQUESTED

IMPORTANT TAX STATEMENT ENCLOSED

If address has changed, please notify us.



UTF

88310@6934

NOTICE: THIS TAX BILL IS THE ONLY NOTICE YOU WILL RECEIVE FOR PAYMENT OF BOTH INSTALLMENTS OF YOUR 2015 PROPERTY TAX.

PROPERTY TAXES ARE PAYABLE TO THE COUNTY TREASURER IN NOT MORE THAN TWO (2) EQUAL INSTALLMENTS.

- THE FIRST HALF PAYMENT IS DUE NOVEMBER 10, 2015 AND IS DELINQUENT AFTER DECEMBER 10, 2015.
- THE SECOND HALF PAYMENT IS DUE APRIL 10, 2016 AND IS DELINQUENT AFTER MAY 10, 2016.

THE VALIDITY OF THE TAX, THE TIME AT WHICH THE TAX IS PAYABLE OR ANY SUBSEQUENT PROCEEDING INSTITUTED FOR THE COLLECTION OF THE TAX IS NOT AFFECTED BY THE FAILURE OF A PERSON TO RECEIVE HIS TAX BILL (STATUTE 7-38-36B NMSA 1978).

PAYMENT MADE ON TAX BILLS WITH MORE THAN JUST THE CURRENT TAX YEAR OWING WILL BE FIRST APPLIED TO THE OLDEST OUTSTANDING UNPAID PROPERTY TAXES AND ACCRUED INTEREST AND PENALTY CHARGES (STATUTE 7-38-42 NMSA 1978).

THE OTERO COUNTY TREASURER'S OFFICE COLLECTS THE PROPERTY TAXES FOR THE STATE, COUNTY, MUNICIPALITIES, AND OTHER TAXING AGENCIES WITHIN THE BOUNDARIES OF OTERO COUNTY. THE COUNTY TREASURER DOES NOT DETERMINE THE ASSESSED VALUATIONS. THE TAX RATES OR AMOUNT OF TAXES.

PAYMENT VERIFICATION

- IF CHECK OR DRAFT IS GIVEN IN PAYMENT OF TAXES, THE TAX BILL IS NOT CONSIDERED PAID UNTIL CHECK HAS CLEARED TAXPAYER'S BANK OR OTHER FINANCIAL INSTITUTION.

TAXPAYER'S REMEDIES

- IF A TAXPAYER DISPUTES HIS/HER PROPERTY TAX BILL BECAUSE OF THE VALUE OR CLASSIFICATION ASSIGNED TO HIS PROPERTY FOR TAXATION PURPOSES, THE ALLOCATION OF VALUE OF HIS PROPERTY TO A PARTICULAR GOVERNMENTAL UNIT, OR A DENIAL OF A CLAIM FOR AN EXEMPTION, AND HE HAS **NOT FILED A VALUATION PROTEST** WITH THE COUNTY ASSESSOR FOR THE PROPERTY IN DISPUTE, HE MAY FILE A **CLAIM FOR REFUND** IN DISTRICT COURT **NO LATER THAN SIXTY (60) DAYS** AFTER THE FIRST INSTALLMENT OF THE TAX BILL IS DUE **AND** AFTER MAKING PAYMENT PRIOR TO THE FIRST DELINQUENCY DATE OF ALL PROPERTY TAXES DUE (STATUTES 7-38-39 AND 7-38-40 NMSA 1978). OTHER REMEDIES MAY ALSO BE AVAILABLE; PLEASE CHECK WITH THE COUNTY ASSESSOR'S OFFICE.

REMEDIES AVAILABLE TO THE TAXING AUTHORITIES FOR NONPAYMENT OF TAXES

- PROPERTY TAXES THAT ARE NOT PAID WITHIN THIRTY (30) DAYS AFTER THE DATE ON WHICH THEY ARE DUE ARE CONSIDERED TO BE DELINQUENT UNLESS TIMELY PROTEST HAS BEEN MADE UNDER SECTIONS 7-38-22 AND 7-38-24 NMSA 1978, AND IN THAT CASE THE AMOUNT OF TAXES ATTRIBUTABLE TO THE NET TAXABLE VALUE OF THE PROPERTY THAT IS NOT IN CONTROVERSY BECOMES DELINQUENT IF NOT

PAID WITHIN 30 DAYS AFTER DUE DATE. (STATUTE 7-38-46 NMSA 1978).

- PROPERTY TAXES ARE THE PERSONAL OBLIGATION OF THE PERSON OWNING THE PROPERTY ON THE DATE ON WHICH THE PROPERTY WAS SUBJECT TO VALUATION FOR PROPERTY TAXATION PURPOSES AND A PERSONAL JUDGMENT MAY BE RENDERED AGAINST HIM FOR THE PAYMENT OF PROPERTY TAXES THAT ARE DELINQUENT TOGETHER WITH ANY PENALTY AND INTEREST ON THE DELINQUENT TAXES (STATUTE 7-38-47 NMSA 1978).
- TAXES ON REAL PROPERTY ARE A LIEN AGAINST THE REAL PROPERTY FROM JANUARY 1 OF THE TAX YEAR FOR WHICH THE TAXES ARE IMPOSED (STATUTE 7-38-48 NMSA 1978).
- DELINQUENT PROPERTY TAXES ON PERSONAL PROPERTY MAY BE COLLECTED BY ASSERTING A CLAIM AGAINST THE OWNER'S PERSONAL PROPERTY FOR WHICH TAXES ARE DELINQUENT (STATUTE 7-38-53 NMSA 1978).
- DELINQUENT TAXES ON REAL PROPERTY MAY BE COLLECTED BY SELLING THE REAL PROPERTY ON WHICH TAXES HAVE BECOME DELINQUENT (STATUTE 7-38-65 NMSA 1978).

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 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 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). A COUNTY MAY SUSPEND FOR A PARTICULAR TAX YEAR APPLICATION OF THE MINIMUM PENALTY REQUIREMENTS OF THIS SECTION BY RESOLUTION OF ITS COUNTY COMMISSIONERS ADOPTED NOT LATER THAN SEPT. 1 OF THAT TAX YEAR. IF PROPERTY TAXES BECOME DELINQUENT BECAUSE OF ANY INTENT TO DEFRAUD BY THE PROPERTY OWNER, FIFTY PERCENT 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 SECTION 7-36-20 AND 7-36-21 AND 7-36-26.

- UNSIGNED CHECKS THAT ARE SUBMITTED FOR PAYMENT OF TAXES WILL NOT PREVENT THE DELINQUENCY CHARGES FROM BEING IMPOSED. THE TREASURER'S OFFICE IS NOT PERMITTED TO ACCEPT POSTDATED CHECKS.

ATTENTION MOBILE HOME OWNERS—MOVING PERMIT

- BEFORE A TRANSFER OF MOBILE HOME TITLE CAN BE ISSUED BY THE NEW MEXICO MOTOR VEHICLES DEPT. OR BEFORE A NEW MEXICO TRANSPORTATION DIVISION MOBILE HOME MOVING PERMIT CAN BE ISSUED, A MOBILE HOME PROPERTY TAX RELEASE MUST BE OBTAINED FROM THE COUNTY ASSESSOR AFTER PAYMENT OF CURRENT AND PRIOR YEAR TAXES.

CATHE PRATHER
OTERO COUNTY TREASURER
 1104 N. White Sands Blvd. Suite A
 Alamogordo, NM 88310-6901
 (575)437-2030

2015 TAX BILL

Office Hours: 8:00 am to 4:30 pm
 Monday thru Friday

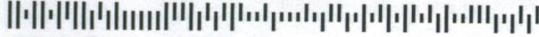
Please retain this bill for your records. Your canceled check is your receipt unless you provide us with a stamped, self-addressed envelope for your returned receipt. We now accept debit and credit card payments with a fee in the office; or you can pay online at www.co.otero.nm.us.

ACCOUNT ID NO. ➔ R011467

NOTICE: Our Office does not track Mortgage Companies. If you have an Escrow set up to pay your taxes for you, and have questions please contact your Mortgage Company.

Please notify the Assessor's Office of any change of address at (575) 437-5310.

066887



MCNEECE, NATASHA
 1106 10TH ST
 ALAMOGORDO NM 88310-6414

5128
 R011467

PROPERTY DESCRIPTION

1106 10TH ST
 Subd: ALAMO BLOCKS Lot: 10 Block: 137

PROPERTY	FULL VALUE	TAXABLE VALUE
Non-Residential	63,604	21,201
Non-Residential	23,844	7,948

DISTRIBUTION	TAX RATES	TAXABLE VALUE	AMOUNT DUE
MUNICIPAL DEPT SERVICES 0	1.876	29,149	54.68
MUNICIPAL OPERATIONAL 01-	7.064	29,149	205.91
NMSU ALAMOGORDO BRANCH DE	0.000	29,149	0.00
NMSU ALAMOGORDO BRANCH OP	1.000	29,149	29.15
COUNTY OPERATIONAL ALL D	11.850	29,149	345.42
STATE DEBT SERVICE ALL DI	1.360	29,149	39.64
SCHOOL DISTRICT CAP IMPRO	2.000	29,149	58.30
SCHOOL DEPT DEBT SERVICE	5.778	29,149	168.42
SCHOOL DIST EDUC TECH DEP	0.476	29,149	13.87
SCHOOL DISTRICT OPERATION	0.500	29,149	14.57

TOTAL 2015 TAXES DUE ➔

First Half	Second Half	TOTAL
\$464.98	\$464.98	\$929.96

Prior taxes, if any, must be paid before accepting current year payment.

YEAR	TAX	INTEREST	PENALTY	AMOUNT DUE	INTEREST IS 1% PER MONTH ON DELINQUENT TAXES IN ADDITION, A 1% PENALTY WILL ALSO BE CHARGED ON EACH HALF UP TO 5%	TOTAL AMOUNT DUE (Including delinquencies)
						\$929.96

1ST HALF COUPON

PRINT THIS ACCOUNT NUMBER ON YOUR CHECK R011467
 PARCEL ID: 01N4056094130187
 OWNER NAME: MCNEECE, NATASHA
 FIRST HALF: \$464.98
 SECOND HALF: \$464.98
 TOTAL: \$929.96

Make check payable to:

OTERO COUNTY TREASURER
 1104 N. White Sands Blvd. Suite A
 Alamogordo, NM 88310-6901

DUE DATE	DUE	DELINQUENT AFTER
1st HALF	NOV. 10	DEC. 10, 2015

2ND HALF COUPON

PRINT THIS ACCOUNT NUMBER ON YOUR CHECK R011467
 PARCEL ID: 01N4056094130187
 OWNER NAME: MCNEECE, NATASHA
 FIRST HALF: \$464.98
 SECOND HALF: \$464.98
 TOTAL: \$929.96

Make check payable to:

OTERO COUNTY TREASURER
 1104 N. White Sands Blvd. Suite A
 Alamogordo, NM 88310-6901

DUE DATE	DUE	DELINQUENT AFTER
2nd HALF	APRIL 10	MAY 10, 2016

5128 | 54P Send both coupons with full year payment or this coupon with first half payment.

Send both coupons with full year payment or this coupon with second half payment.

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(575)437-2030

2015 TAX BILL

104173


LUBBOCK CHRISTIAN UNIVERSITY
5601 19TH ST
LUBBOCK TX 79407-2031

754

Second half payment is delinquent if received after May 10th.

Taxpayer:

LUBBOCK CHRISTIAN UNIVERSITY
5601 19TH ST
LUBBOCK TX 79407-2031

FIRST HALF:	1,284.82
SECOND HALF:	1,284.82
TOTAL:	2,569.64

Send both coupons with full year payment or this coupon with second half payment.

First half payment is delinquent if received after December 10th.

Taxpayer:

LUBBOCK CHRISTIAN UNIVERSITY
5601 19TH ST
LUBBOCK TX 79407-2031

FIRST HALF:	1,284.82
SECOND HALF:	1,284.82
TOTAL:	2,569.64

Send both coupons with full year payment or this coupon with first half payment.

CATHE PRATHER
OTERO COUNTY TREASURER
 1104 N. White Sands Blvd. Suite A
 Alamogordo, NM 88310-6901
 (575)437-2030

2015 TAX BILL

Taxpayer:
 LUBBOCK CHRISTIAN UNIVERSITY
 5601 19TH ST
 LUBBOCK TX 79407-2031

PO # ~~8580~~ 85081

FIRST HALF: 1,284.82
 SECOND HALF: 1,284.82
 TOTAL: 2,569.64



LEGAL DESCRIPTION	ACCOUNT ID NO.	1ST HALF PAYMENT	2ND HALF PAYMENT	FULL PAYMENT
✓ 89 TULAROSA DR S: 26 T: 16 R: 9 TR IN N1/2N1/2N W1/4	R026882	116.20	116.20	232.40
PROPERTY TOTAL		116.20	116.20	232.40
✓ Subd: LAKESIDE DE LA LUZ Lot: LT 18 Block: 6	R028974	6.38	6.38	12.76
PROPERTY TOTAL		6.38	6.38	12.76
✓ 47 TULAROSA DR Subd: T F SMITH Lot: LT 1 2	R029727 ✓	56.88	56.88	113.76
PROPERTY TOTAL		56.88	56.88	113.76
✓ Subd: PONDEROSA PINES #1 Lot: LT 9 Block: 2	R038746	42.88	42.88	85.76
PROPERTY TOTAL		42.88	42.88	85.76
✓ Subd: PONDEROSA PINES #3 Lot: LT 2 6 Block: 2	R038845	14.20	14.20	28.40
PROPERTY TOTAL		14.20	14.20	28.40
✓ Subd: PONDEROSA PINES #1 Lot: LT 9 Block: 4	R040693	42.88	42.88	85.76
PROPERTY TOTAL		42.88	42.88	85.76
✓ Subd: PONDEROSA PINES #3 Lot: LT 26 Block: 2	R041446	15.14	15.14	30.28
PROPERTY TOTAL		15.14	15.14	30.28

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2015 TAX BILL

Taxpayer:
 LUBBOCK CHRISTIAN UNIVERSITY
 5601 19TH ST
 LUBBOCK TX 79407-2031

FIRST HALF: 1,284.82
 SECOND HALF: 1,284.82
 TOTAL: 2,569.64

LEGAL DESCRIPTION	ACCOUNT ID NO.	1ST HALF PAYMENT	2ND HALF PAYMENT	FULL PAYMENT
Subd: TIMBERON GOLF COURSE #7 Lot: 23 Block: 20	R042625	23.28	23.28	46.56
PROPERTY TOTAL		23.28	23.28	46.56
Subd: TIMBERON GOLF COURSE #6 Lot: 29 Block: 16	R042903	23.28	23.28	46.56
PROPERTY TOTAL		23.28	23.28	46.56
Subd: TIMBERON #14 Lot: 252 Block: 103	R044023	10.18	10.18	20.36
PROPERTY TOTAL		10.18	10.18	20.36
Subd: TIMBERON #14 Lot: 143 Block: 121	R044133	10.18	10.18	20.36
PROPERTY TOTAL		10.18	10.18	20.36
Subd: TIMBERON #14 Lot: 141 Block: 121	R044139	10.18	10.18	20.36
PROPERTY TOTAL		10.18	10.18	20.36
Subd: TIMBERON #12 REPLAT Lot: 4 Block: 116	R044373	8.74	8.74	17.48
PROPERTY TOTAL		8.74	8.74	17.48
Subd: TIMBERON #14 Lot: 5 Block: 127	R044749	10.18	10.18	20.36
PROPERTY TOTAL		10.18	10.18	20.36

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2015 TAX BILL

Taxpayer:
 LUBBOCK CHRISTIAN UNIVERSITY
 5601 19TH ST
 LUBBOCK TX 79407-2031

FIRST HALF: 1,284.82
 SECOND HALF: 1,284.82
 TOTAL: 2,569.64

LEGAL DESCRIPTION	ACCOUNT ID NO.	1ST HALF PAYMENT	2ND HALF PAYMENT	FULL PAYMENT
Subd: TIMBERON #14 Lot: 7 Block: 127	R044750	10.18	10.18	20.36
PROPERTY TOTAL		10.18	10.18	20.36
Subd: TIMBERON #14 Lot: 6 Block: 127	R044802	10.18	10.18	20.36
PROPERTY TOTAL		10.18	10.18	20.36
Subd: TIMBERON #8 Lot: 53 Block: 87	R046093	20.38	20.38	40.76
PROPERTY TOTAL		20.38	20.38	40.76
Subd: TIMBERON #9 Lot: 16 Block: 139	R046313	20.38	20.38	40.76
PROPERTY TOTAL		20.38	20.38	40.76
Subd: TIMBERON #9 Lot: 18 Block: 144	R046878	20.38	20.38	40.76
PROPERTY TOTAL		20.38	20.38	40.76
S: 31 T: 17 R: 13 31-17-13 NE1/4 SE1/4	R050948	406.36	406.36	812.72
PROPERTY TOTAL		406.36	406.36	812.72
S: 32 T: 17 R: 13 32-17-13 SW1/4 SE1/4SE1/4NW1/4,S1/2SW1/4SE1/4NW1/4,SE1/4SE1/4SW1/4NW1/4	R050949	101.60	101.60	203.20
PROPERTY TOTAL		101.60	101.60	203.20

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2015 TAX BILL

Taxpayer:
 LUBBOCK CHRISTIAN UNIVERSITY
 5601 19TH ST
 LUBBOCK TX 79407-2031

FIRST HALF: 1,284.82
 SECOND HALF: 1,284.82
 TOTAL: 2,569.64

LEGAL DESCRIPTION	ACCOUNT ID NO.	1ST HALF PAYMENT	2ND HALF PAYMENT	FULL PAYMENT
 S: 32 T: 17 R: 13 W1/3NE1/4NW1/4 SW1/4, W1/2SE1/4NW1/4SW1/4, NW1/4NW1/4SW1/4, SW1/4NW1/4SW1/4	R050950	304.78	304.78	609.56
PROPERTY TOTAL		304.78	304.78	609.56
OWNER TOTAL		1,284.82	1,284.82	2,569.64