



**VALENCIA COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

444 LUNA AVENUE ♦ P.O. Box 1119  
LOS LUNAS, NEW MEXICO 87031  
OFFICE: 505.866.2014 ♦ FAX: 505.866.3355

**- ONE PAGE NOTICE -**  
**Valencia County Purchasing**

**Invitation for Bids (IFB) #VCB-FY18-002**

**TITLE:** Lockbox Services for Valencia County

**PURPOSE:** The County of Valencia, State of New Mexico, on behalf of the Valencia County Treasurer's Office seeks sealed bids from qualified Bidders for the collection and timely processing of property tax payments ("lockbox services") consistent with applicable laws and other governing requirements. The contractor shall furnish all labor, materials, transportation and supplies to provide lockbox services to Valencia County.

**GENERAL INFORMATION:** The complete Bid Documents may be obtained on or after Thursday September 07, 2017 from the Valencia County website at [www.co.valencia.nm.us/](http://www.co.valencia.nm.us/), select Purchasing tab then Bid Opportunities.

**DISCLAIMER:** All information provided on this page, including dates, is believed to be accurate. However, in the case of any differences between the information presented here and the information presented in the IFB, the information given in the IFB shall prevail.

**CONTACT PERSON:**

Michelle Romero, Procurement Manager // 444 Luna Ave., Suite 100A // Los Lunas, NM 87031  
Phone: (505) 866-2005 // Fax: (505) 866-2424  
E-mail: michelle.romero@co.valencia.nm.us

**ISSUANCE:** The Request for Bids will be issued September 22, 2017 before noon.

**PRE-BID CONFERENCE:** Sept. 12, 2017 9:00 PM, 444 Luna Ave. Los Lunas, NM 87031.

**BID DUE DATE AND TIME:** Sealed bids must be received by the Procurement Manager (Michelle Romero), or her designee, at 444 Luna Ave, Suite 100A, Los Lunas, NM 87031, no later than **2:00 PM Local time, Sept. 22, 2017**. Bids received after this deadline **will not be accepted and will be returned unopened**. Bids must be sealed and should be clearly labeled "Production and Mailing of Tax Bills & Delinquent Tax Notices, IFB #VCB-FY18-002." Bids sent by fax, or other means of electronic submission (including e-mail), **will not be accepted**. Public bid opening will be held at 2:00 PM local time in the Valencia County Commission Chambers at 444 Luna Ave., Los Lunas, NM 87031.

**Charles Eaton, Chair, District IV** **Jhonathan Aragon, Vice-Chair, District V**

**Helen Cole, District I** ♦ **Billy Ray Martinez, District II** ♦ **David Hyder, District III** ♦

**Danny Monette, County Manager**