



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-FY18-001

TITLE: Production and Mailing of Tax Bills and Delinquent Tax Notices

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 production and mailing of property tax bills and subsequent tax delinquency notices for the current tax billing period.

GENERAL INFORMATION: The complete Bid Documents may be obtained on or after Wednesday July 12, 2017 from the Valencia County website at 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 July 12, 2017 before noon.

PRE-BID CONFERENCE: July 17, 2017 2:00 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, July 27, 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-FY18-001." 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