

Legal Publication

RFP-2011-04

Notice is hereby given that the County of Taos, New Mexico calls for sealed proposals for:

**Preparation, Printing, and Mailing of Notices of Valuation
For the Taos County Assessor's Office**

Interested parties may request a copy of the specifications from the Purchasing Officer at:

Taos County Purchasing Office

OR

Phone 575-737-6323

105 Albright Street, Suite P

Fax 575-737-6325

Taos, NM 87571

E-mail sherri.rice@taoscounty.org

The proposal/s must be mailed or delivered to the above address by **3:00 p.m. Monday, January 31, 2011**. Timely submission by mail means that the proposal must actually be delivered to Taos County by 3:00 p.m., Monday, January 31, 2011. Proposals received after 3:00 p.m. will be considered unresponsive. Proposals will be received by the Purchasing Officer at the Taos County Administration Office on the above date and time.

Taos County reserves the right to reject any or all proposals, and waive all formalities.

By Order of the Governing Body

Taos County Commission

Sherri L. Rice, Purchasing Officer

December 13, 2010

Publish

Thursday, January 6, 2011 Taos News/Rio Grande Sun

Monday thru Wednesday, January 3rd thru 6th 2011 Albq. Journal

P.O. # 23646 Albq. Journal

P.O. # 23647 Taos News

P.O. # 23648 Rio Grande Sun

SECTION I – GENERAL CONDITIONS

1. **Bid Proposal Form/s:** ALL ORIGINAL PAGES INCLUDED IN THIS INVITATION TO PROPOSAL MUST BE COMPLETED AND RETURNED AS PART OF THE PROPOSAL DOCUMENT. Bidders who submit more than one bid proposal are instructed to complete a separate form for each bid proposal. Forms may be submitted together, or individually, at the discretion of the bidder. The forms must be signed, and the package sealed, with the bid number clearly stated on the outside of the envelope or package.
2. **Proposal Binding for 60 days:** Unless otherwise specified, all formal proposals submitted shall be binding for sixty (60) calendar days following bid opening date, unless the bidder, upon request of the Purchasing Officer, agrees to an extension.
3. **Payment Terms:** Payment shall be made pursuant to the NM Procurement Code and Taos County Ordinance after receipt of goods/services or as per contract terms.
4. **Taxes:** Taos County is exempt from Gross Receipts Tax (GRT) for the purchase of tangible personal property. Prices shown on the bid proposal shall be exclusive of GRT. Applicable GRTs for items other than tangible personal property shall be shown as a separate amount on each billing made under the contract. A properly issued Type 9 Non-Taxable Transaction Certificate may be obtained from the County that will document the exemption from the GRT.
5. **Brand Name Specifications and Equivalency:** Taos County uses brand names in order to indicate the standard of quality, performance or other pertinent characteristics that the County will accept. The bidder is instructed to regard such names as “*or equivalent*” and is allowed to substitute the specification with another brand which meets or exceeds the specification. The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the bidder proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such decisions are made strictly at the discretion of the County, and the County’s decision shall be final.
6. **Clarifications:** If there is any clarification, problem, ambiguity, or question regarding this bid, the bidder shall contact the Purchasing Officer or his designee in writing prior to the bid opening. Clarifications and addendums will be prepared by the Purchasing Officer or his designee and disseminated to all potential bidders. Except as specifically authorized by the Purchasing Officer, questions answered by any other person or county official shall be considered non-applicable to the legal review of this bid.
7. **Preferences:** A five percent (5%) preference will be given to all businesses that have been issued a Resident Business Certification by the State of New Mexico. **This Certificate Number must be included on the Bid Proposal Form and a copy of the certification must be attached.** If you have a question regarding the Five Percent Resident Business Certification, or wish to apply for it, please contact the State Purchasing Office in Santa Fe at (505) 827-0474. This Certification allows the evaluation of a bid at five percent less than the amount submitted.
8. **Please note that this Resident Certification Number is NOT the firm’s State CRS Number.**

9. **Delivery:** Delivery of goods or services, if applicable, shall be FOB-Destination, and shall be specified within the Specifications of this Bid Proposal Package.
10. **Bid Irregularities and Formalities:** The Taos County Board of Commissioners reserves the right to waive immaterial irregularities and formalities.
11. **Minimum Specifications:** Specifications supplied are as minimum standards.
12. **Non-Discrimination Policy:** Bidder agrees that Bidder and Bidder's employees or agents shall comply with all federal, state, and local laws regarding equal employment opportunities, fair labor standards, and other non-discrimination and equal opportunity laws, regulations, and practices.
13. **Warranty:** Bidder hereby guarantees the workmanship, the product or materials provided, and/or services from the date of acceptance by the County as per bid and contract terms.
14. **Liquidated Damages:** In the event that Bidder fails to provide the Trailer by the agreed upon delivery date, Bidder shall pay Taos County liquidated damages of \$250.00 per each calendar day past said completion/ due date.
15. **Evaluation and Award:** The bid/s will be evaluated and presented to the Taos County Board of Commissioners, and MAY be awarded in an open meeting following the bid opening. Taos County reserves the right to accept or reject any or all bid proposals, to award the bid/s to multiple Bidders and to award the bid/s in whole or in part.
16. **Purchase Contract:** Following the award of this bid, the County and the Bidder shall execute a Purchase Contract detailing the terms and conditions, including delivery date, payment schedule, etc., satisfactory to both parties, if and when applicable.
17. **Additional Costs:** The County shall not be responsible to pay for any costs associated with bid submission, nor for payment of any add-on, addition, or optional equipment or service that has not been authorized in writing by the County.

SECTION II - SPECIFIC CONDITIONS

1. **Evaluation Criteria:** Based on weighted score (Sec.III) and lowest responsible price. Taos County shall evaluate the bid proposal to determine which is most advantageous.
2. **General Specifications:** The Taos County Assessor's Office requests proposals from qualified firms to provide full and complete professional technical services to design, print, variable data image, CASS Certify and prepare Notices of Valuation for mailing. The Assessor's Office is responsible for preparing and mailing approximately 70,000 notices. This bid is to be awarded on an all or none basis.

Data to be imaged on the Notices will be electronically transmitted through a mutually developed secured data protocol system, or may be alternately supplied to vendor via other

media such as a CD-ROM. Data will be a fixed length flat ASCII File. Vendor will be required to create a laser output print format. Selected vendor will be required to work closely with the Assessor's Office to insure on-time mailing of the notice of valuation. Proofs will be required and must be approved by the County Assessor and the New Mexico Property Tax Division prior to any printings.

The Notice of Valuation form shall be 8 ½ inches wide by 14 inches long. The notices are to be printed on 24# OCR white bond or equivalent and will be printed in a scheme of two (2) over two (2). The self-mailer will include 2 horizontal perforations and 2 vertical perforations.

(PLEASE SEE ATTACHMENT "A" SAMPLE)

All printouts or other matter provided by Taos County must be kept confidential and under strict security to prevent release to any unauthorized person or parties. Variable information is to be imprinted by 600 to 1200 dpi laser printing directly on the face of the notice. Selected vendor must maintain a thorough quality assurance and verification program to guarantee 100% deliverability of imaged Notice of Valuation. Selected vendor shall assume responsibility for any and all damaged or destroyed Notice of Valuations. Property owners with 25 notices or more in which formatting allows them to be blocked together must be bundled together for bulk mailing. Notices with bad or unknown addresses must be processed and returned to the County Assessor.

Vendor must guarantee that the mail piece meets all postal requirements as to postage permit indicia and bar coding. The outgoing mail piece must include the First Class Permit and any other required postal indicia properly affixed must be delivered fully sealed, addressed and presorted. This presort must meet all postal processing requirements. It is the vendor's responsibility to be knowledgeable of these requirements in order that the most cost effective measures for the processing and the handling of the Notices of Valuations are used. Select vendor shall insure Taos County Assessor's Office with presort discount (NCOA). They shall provide a PDF Report of all address changes as well as an Excel Spreadsheet showing address changes. This report shall have a column field of owner numbers linked to the owner name. In addition, a column field of uniform property code. The Notice of Valuations must be delivery point bar coded to meet and maximize postal discounts. All mail is to be delivered to the U.S. Post Office in Albuquerque, New Mexico for mailing.

Selected vendor will supply Notice of Valuation Office Copies in Digital Format for all Notices of Value printed. Select vendor will provide the Notice of Valuation Office Copy in the format as specified by the Assessor, and will duplicate the format of the example provided in example "B", as closely as possible.

Specifications:

11 X 8 ½

Approximately 70,000 records

Individual TIFF file for each digital record

If images have multiple pages, they must be "stapled" into a multi page TIFF

Provide images named owner_year

Owner number must be in a seven digit format with leading zeros

Year must be in four digit format

Delivery of the digital files will be made via portable hard drive to the Assessor's Office

Digital Files shall be provided in folders of 10,000 individual records per folder

Files are to be named in a numeric form of 1 through 7

(PLEASE SEE ATTACHMENT "B" SAMPLE)

A scheduling calendar shall be established between the Assessor's Office and the selected vendor for the Notice of Valuations is to include a test run and production schedules. This calendar will be adhered to as closely as possible to avoid delays and complications. Selected vendor must supply complete proofs to the County Assessor within two (2) weeks of the award of the proposal. The completed Notices must be prepared and mailed by April 1st, 2011. Vendor must be able to provide the 2011 Notice of Valuation Digital Office Copies no later than April 1st, 2011 to go in conjunction with the allotted thirty (30) day protest period.

3. Information Required with Proposal:

- 1) Name and Address of the entity submitting the proposal and identification of key personnel to contact, and those of any sub-contractors involved.
- 2) Names, addresses and telephone numbers of at least five references. Include at least three references, preferably from other New Mexico Assessor's Offices to which your firm has provided similar services.
- 3) Methodology to carry out the services requested. Provide a timetable for when the data preparation, presentation of proofs, adjustments, and final imprinting will be done.
- 4) Technical Assistance
 - a) Preparation of Data files.
 - b) On-site assistance for management and staff.
 - c) Technical Support.
- 5) Itemized breakdown of total cost per thousand notices, technical assistance for setup, and ongoing support, and any related costs.

SECTION III – PROPOSAL SPECIFICATIONS

This form and all forms hereafter must be included in your submitted proposal packet.

The bidder is required to signify whether the proposal complies with the specifications listed below. The cost for each of these items shall include all labor, materials, equipment, overhead, freight, taxes, etc. to cover the complete work of the items listed.

Bidder complies with Specifications

ITEM NO.	DESCRIPTION OF EVALUATION CRITERIA (Weights)	YES/NO	Score (0 to 20)
1	Experience and qualifications in the preparation of similar notices for other New Mexico County Assessors. (20%)		
2	Able to pull needed data from Triadic software to create ASCII file for printing notices. (20%)		
3	Able to create forms as specified. (20%)		
4	Security of confidential information. (10%)		
5	Able to provide production schedule and to meet its deadlines. (20%)		
6	Type of warranty provided. (5%)		
7	Satisfactory references checked (5%)		
	TOTAL OF WEIGHTS = 100 %		
	<i>Please fill out the information below:</i>		
	COST PER THOUSAND:		
	X 70.00		
	TOTAL COST :		
	OTHER BILLING COST (Explain):		
	OTHER COSTS: Customer will be responsible for postage		
	GRAND TOTAL:		
	* Grand Total does not include tax, current Tax Rate is 8.1875 %		
	* Tax Rate Subject to Change		

Proposals must include complete information covering all of the above items to enable the evaluators to make accurate determinations regarding the qualifications of the firm. Respondents are encouraged to include samples and any other information that will highlight qualifications of the firm.

The highest ranked firms/may be invited to participate in an interview and demonstration of their product.

SECTION IV - OTHER TERMS

1. **Bid Protests and Protest Bond:** A bidder who protests a bid award shall submit an official protest in writing within fifteen calendar days of notification of the award. The protest shall include the bid number and detail the reason/s for the protest, along with a \$5,000.00 (five thousand) Protest Bond. The bonding requirements shall be provided by a surety company authorized to do business in this State, or in cash, or otherwise supplied in a form satisfactory to the County. The bond will be forfeited to Taos County in the event the protestor loses the case.
2. **Appropriations:** This contract is contingent upon there being sufficient appropriations available. The County shall be the sole and final determiner of whether sufficient appropriations exist.
3. **Annual Review:** If this contract encompasses more than one fiscal year, this is subject to an annual review by the County. If any deficiencies are noted during the review process, the Contractor shall be given a specified time, as per the Notice to Cure provision below, in which to cure said deficiency(ies).
4. **Status of Contractor:** Contractor acknowledges that Contractor and its subcontractors (if applicable) is/are licensed to do the job as proposed, and is/are registered with the New Mexico Department of Labor. Contractor further acknowledges it is an independent contractor and as such, Contractor and Contractor's employees, agents or representatives shall not be considered employees or agents of the County, nor shall they be eligible to accrue leave, retirement benefits, insurance benefits, use of vehicles, or any other benefits provided to County employees.
5. **Non-Agency:** Contractor agrees not to purport to bind the County to any obligation not assumed herein by the County, unless the Contractor has express written approval and then only within the limits of that expressed authority.
6. **Confidentiality:** Any information learned, given to, or developed by Contractor in the performance of this contract shall be kept confidential and shall not be made available or otherwise released to any individual or organization without prior written approval of the County.
7. **Worker's Compensation:** Contractor acknowledges that Contractor and Contractor's employees, agents or representatives shall have no claim whatsoever to worker's compensation coverage under the County's policy. Contractor shall provide documentation of adequate coverage for its employees.
8. **Indemnification:** Contractor agrees to indemnify and hold harmless the County from any and all claims, suits, and causes of action that may arise from Contractor's performance under

this contract unless specifically exempted by New Mexico law. Contractor further agrees to hold harmless the County from all personal claims for any injury or death sustained by Contractor and Contractor's employees, agents, or other representatives while engaged in the performance of this contract.

9. **Records Audit:** Contractor shall keep, maintain, and make available to the County all records, invoices, bills, etc. related to performance of this contract for a period of no less than three (3) years after the date of final payment. If federal grant funds are used to pay under this contract, Contractor shall retain all records for the period of time under which OMB Circular 102-A shall apply. Said records shall be available for inspection, audit and/or copying by the County or its authorized representatives or agent, including federal and/or state auditors.
10. **Assignment & Subcontracting:** Contractor shall not assign, transfer, or subcontract any interest in this contract or attempt to assign, transfer, or subcontract any claims for money due under this contract without the prior written approval of the County. Third-party services, employed by the Contractor to be used in the performance of this contract, must be identified, in a written attachment to this contract, indicating: (a) what service/s the third party is to do; (b) when the service/s are to be performed; and (c) compensation being provided by Contractor.
11. **Listing of Subcontractors:** Contractor shall provide a subcontractors listing as part of the original bid packet for all projects with a threshold of \$5,000.00 or one-half of one percent of the architect's or engineer's estimate of the total project cost, not including alternates, whichever is greater. The subcontractors listing shall consist of (1) the name and the city or county of the place of business of each subcontractor under subcontract to the Contractor who will perform work or labor or render service to the Contractor in or about the construction of the public works construction project in an amount in excess of the listing threshold; and (2) the category of the work that will be done by each subcontractor. Contractor shall list only one subcontractor for each category as defined by the Contractor pursuant to NMSA 1978, § 13-4-34 (1995).
12. **Conflict of Interest:** Contractor warrants that Contractor presently has no interest or conflict of interest, and shall not acquire any interest or conflict of interest which would conflict with Contractor's performance of services under this contract.
13. **Non-Discrimination:** Contractor agrees that Contractor and Contractor's employees and agents shall comply with all federal, state and local laws regarding equal employment opportunities, fair labor standards, and other non-discrimination and equal opportunity compliance laws, regulations and practices.
14. **Required Insurances:** Contractor shall maintain liability insurance in an amount at least equal to the requirements set forth by the New Mexico Tort Claims Act, NMSA 1978, § 41-4-19 (2008), and sufficient Worker's Compensation insurance.
15. **Authority of Agent:** The Contractor represents that the person executing documents on behalf of the Contractor has been duly authorized to do so

16. **Applicable Law:** This contract shall be governed by the Laws of the State of New Mexico, including the New Mexico Procurement Code (NMSA 1978, § 13-1-28 et seq. (as amended) and the ordinances, resolutions, rules and regulations of the County.
17. **Contract Terms:** The terms and provisions of this Section are not all of the terms and provisions that will be included in the Construction Contract to be signed by the County and the Contractor.
18. **Severability:** In the event that a court of competent jurisdiction finds that any term or provision of this contract is void, null, or otherwise unenforceable, all other terms and provisions shall remain intact and enforceable where not otherwise inconsistent with the court's findings.
19. **Default by Contractor:** In the event that Contractor defaults on any term of provision of this contract, the County retains the sole right to determine whether to declare the contract voidable and/or Contractor agrees to pay the County the reasonable costs, including court costs and attorney's fees and direct and indirect damages incurred in the enforcement of this contract.
20. **Efforts to Cure:** If the County elects to provide the Contractor with notice to cure any deficiency or defect, the Contractor may have the time specified in the written "Notice to Cure" Authorization. Failure by the Contractor to cure said deficiency or defect, within the authorized time, shall result in an immediate termination of this contract subject to the provision above.
21. **Costs and Attorney's Fees:** In the event of any litigation involving the bid, the bid process or the breach of any term or provision of any of the bid documents, the County shall recover its reasonable costs and attorney's fees if it prevails in said litigation.
22. **Jurisdiction and Venue:** Any legal proceeding brought against the County, arising out of this contract, shall be brought before the Eighth Judicial District Court, Taos County, State of New Mexico.
23. **Illegal Acts:** Pursuant to NMSA 1978, § 13-1-191 (1984), it shall be unlawful for any Contractor to engage in bribery, offering gratuities with the intent to solicit business, or offering or accepting kickbacks of any kind. All other similar act/s of bribes, gratuities and/or kickbacks are likewise hereby prohibited.
24. **Contractor Campaign Contribution Disclosure Form:** State law requires all prospective contractors to file this form. Please submit as part of the original bid documents.

SECTION V – TAOS COUNTY BOARD OF COUNTY COMMISSIONERS

To: Taos County Purchasing Officer
105 Albright Street, Suite P
Taos, NM 87571

Date: _____

Having read the bid conditions and examined the specifications for **RFP-2011-04**, I/we hereby submit a bid accordingly. *Amounts shall be in both words and numbers, and includes all miscellaneous costs and taxes. In the event of a discrepancy, the amount in words shall govern.

_____. \$ _____.
_____.
_____.

We understand that we must return the completed Proposal document to be considered a responsive bid.

N.M. Five Percent Resident Business Certification Number: _____

NON-DISCRIMINATION POLICY: This Company does not discriminate on the basis of color, national origin, sex, religion, age and disabled status in employment or the provision of services.

SUBMITTED BY:

Signature of Agent

Printed Name & Title of Agent

Organization Name

Mailing Address

City, State, Zip Code

Telephone #

Fax # (optional)

Federal Tax I.D. #

NM CRS # (if located in-state)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. 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.

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.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“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) _____

(The above fields are unlimited in size)

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)

2010 NOTICE OF VALUE



DARLENE J. VIGIL
TAOS COUNTY ASSESSOR
105 ALBRIGHT STREET, SUITE F
TAOS, NEW MEXICO 87571-6170

Mailing Date
March 31, 2010

Protest Period Ends
April 30, 2010

Owner Number
0072626

THIS IS NOT A TAX BILL

Property Listed and Valued as of JANUARY 1, 2010

THIS VALUE WILL BE A FACTOR
IN DETERMINING YOUR
2010 PROPERTY TAX BILL.

RETAIN THIS PORTION
FOR YOUR RECORDS.

THIS IS THE ONLY NOTICE OF VALUE YOU WILL RECEIVE UNLESS YOU ARE THE OWNER OF PERSONAL PROPERTY OR TAXABLE LIVESTOCK.
INSTRUCTIONS FOR PROTESTING AND FILING OF EXEMPTIONS ARE ON THE REVERSE SIDE.
FOR ASSISTANCE, CALL (575) 737-6360 BETWEEN THE HOURS OF 8:00 AM - 5:00 PM MONDAY - FRIDAY.

School District 6	NET TAXABLE VALUES WILL BE ALLOCATED TO THE GOVERNMENTAL UNITS IN SCHOOL DISTRICT.	Year 2010	PAGE: 0001				
PROPERTY DESCRIPTION	QUANTITY	VALUE DESCRIPTION	TYPE	FULL VALUE	VALUE RECAP	FULL VALUE	TAXABLE VALUE
1 063 161 203 008 TRES PIEDRAS ESTATES UNIT 9 BLOCK 2 LOT 47 1 LOT TWP 27N RGE 11E SEC 9 QUAD 3	1.00	LOTS	N/R	636	LAND IMPROVEMENTS PERSONAL PROPERTY MANUFACTURED HOME LIVESTOCK TOTAL VALUE VETERAN EXEMPTION FAMILY EXEMPTION OTHER EXEMPTION NET TAXABLE VALUE	636 636 212	212
"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.							212

Attachment "A" Sample

Front



DARLENE J. VIGIL
TAOS COUNTY ASSESSOR
105 ALBRIGHT STREET, SUITE F
TAOS, NEW MEXICO 87571-6170
(575) 737-6360

PROPERTY NOTICE OF
VALUATION ENCLOSED

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
ALBUQUERQUE, N.M.
PERMIT NO. 531

GSW RN: 9779 ON: 0072626
GREAT WOUTHWESTERN LAND CO., INC.
1ST NATIONAL BANK BUILDING EAST
SUITE 1520 SAN MATEO AT CENTRAL
ALBUQ. NM 87108

Owner Name &
Address

GREAT WOUTHWESTERN LAND CO., INC.
1ST NATIONAL BANK BUILDING EAST
SUITE 1520 SAN MATEO AT CENTRAL
ALBUQ. NM 87108

VETERAN AND HEAD-OF-FAMILY EXEMPTIONS

I hereby certify that I am a resident of New Mexico as of January 1 of this year and the "head of family" as that term is defined in Section 7-37-4 of the Property Tax Code, and I hereby claim the exemption from the taxable value of the property provided by Section 7-37-4 of the Property Tax Code. I certify that the above information is true and correct and that this exemption is not being claimed in any other county.

Head of Family
(Sign Here): X

I hereby certify that I am a New Mexico resident as of January 1 of this year and a "veteran" as that term is defined in Section 7-37-5 of the Property Tax Code, that I have filed with the county assessor a certificate of eligibility for the veteran exemption from the Veterans Service Commission, and that I claim the exemption from the taxable value of the property owned by me.
Veteran or unmarried surviving spouse of a veteran.

(Sign Here): X

(If any of the above statements are completed, the Affirmation must be completed.)

Declaration of Property Classification

The 1981 Legislature approved a lower property tax rate for residential property for Tax Years 1981 and subsequent years. In order for this to apply for this tax year, the property owner must declare that portion of his or her property, land and buildings, that is residential. If this form is not filed with the county assessor by the last day of February, then the property will be presumed to be nonresidential and will be taxed accordingly. Residential property is either a home, mobile home or apartment(s) and the land underlying the structures suitable for human habitation. That portion of the description of property which meets this definition is eligible for the classification of Residential Property.
I hereby certify that the indicated property is classified as Residential Property as defined by law.

AFFIRMATION

I do solemnly affirm to the best of my knowledge that the statements on this form completed and signed by me and the preceding list and description are full and correct statements of all property required to be reported pursuant to Section 7-38-8 of the Property Tax Code in this county on January 1 and all statements required to be made under the Property Tax Code, and I so affirm under pains and penalties of perjury.
Sworn or affirmed before me this _____ day of _____ 20____

Property Owner or his Authorized Agent

Assessor, Assessor's Employee

GENERAL INSTRUCTIONS

1. **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.

2. **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. The application is for the current year only and is based on the previous year's income. The previous year's modified gross household income must be \$32,000 per year or less and the applicant must be disabled or 65 years of age in the year in which the application is made.

3. **EXEMPTION CLAIMING: (NMSA 7-38-17)** If you wish to declare an exemption, which is not currently applied please sign proper line below. Exemption must be applied for no later than thirty (30) days after the mailing of the county assessor's notice of valuation, pursuant to Section 7-38-20 NMSA 1978, in order for it to be allowed for that tax year.

A. **HEAD-OF-FAMILY: (NMSA 7-37-4)** This exemption may be claimed by any New Mexico Resident for his or her residence, but only one exemption may be claimed for any tax year per household.

B. **VETERAN AND DISABLED VETERAN EXEMPTION: (NMSA 7-37-5 & 7-37-5.1)** Eligibility is determined by the NEW MEXICO VETERAN'S SERVICE COMMISSION. **Present Certificate of Eligibility to Assessor's Office for Confirmation of exemption declaration: should you claim this exemption by mail, a notary public must witness your signature on the Notice of Value, then send original Certificate of Eligibility and Notice of Value to the Assessor's Office.** If the exemption was previously claimed and allowed, it shall apply to subsequent years as long as there is no change in eligibility or ownership status. If you have claimed the exemption with the Motor Vehicle Division, you need to come into the Assessor's Office and report it, as only the remaining portion of the exemption will be allowed.

TO ALL VETERANS AND UNMARRIED SURVIVING SPOUSE OF VETERANS: The state constitution was amended in November 2004 to expand the class of veterans who may be eligible for the veteran exemption. Call the Department of Veterans Services: Toll Free (866) 433-8387 with questions about the status of the new legislation implementing the constitutional change.

C. **CHURCH: 7-36-7 (3.6.5.15L)** To qualify for this exemption, the substantial and primary use of the property must be for religious purposes.

D. **CHARITABLE / EDUCATIONAL: NMSA 7-36-7 (3.6.5.15K)** To qualify for these exemptions, the substantial and primary use of the property must be for charitable / educational purposes.

4. **PERSONAL PROPERTY: (NMSA 7-36-33)** Business personal property, not subject to a special method of valuation, is subject to property taxation in the state of New Mexico unless it is specifically exempted by statute. BUSINESS PERSONAL PROPERTY THAT WAS LOCATED IN THE COUNTY ON JANUARY 1ST MUST BE REPORTED TO THE COUNTY ASSESSOR'S OFFICE NO LATER THAN THE LAST DAY OF FEBRUARY OF EACH YEAR (7-36-8 NMSA 1978: AMENDED 1993). The business personal property that must be reported to the Assessor are those assets which were depreciated and reported to the IRS for the previous year, excluding inventory held for sale, resale and supplies. Personal property to be reported consists of movable items not permanently affixed to or part of the real estate. It includes, but not limited to: industrial, business, manufacturing, construction and commercial machinery, fixtures, equipment and furniture.

5. **MANUFACTURED HOMES: (NMSA 7-36-26)** The owner of a manufactured home subject to valuation for property taxation purposes shall report the manufactured home annually for valuation to the county assessor of the county in which the manufactured home is located on January 1. The report shall be in a form and contain the information required by department regulation and shall be made no later than the last day of February of the tax year in which the property is subject to valuation.

6. **AGRICULTURAL USE CLAIM: (NMSA 7-36-20)** If you wish to declare your property as land used primarily for agricultural purposes, an application must be made with the Assessor's Office by the last day of February. If you were granted the special method of valuation the preceding year, you are not required to reapply as long as status and use does not change. When the owner of the land has not reported that the use of the land is no longer primarily for agricultural purposes but the county assessor has evidence sufficient to rebut the presumptions in Subsection A of Section 7-36-20, the county assessor must change the classification of the land. In such a case the county assessor must also consider whether the penalty provided by Subsection H should be applied. The owner may protest the change in classification.

REPORT TO ASSESSOR'S OFFICE IF YOU:

1) Disagree with the valuation and want to file a protest (see line 1 above)

2) Need to claim Head of family or Veteran exemptions (see line 3 A&B above)

3) Own a mobile / manufactured home (see line 5 above)

4) Are declaring property as agricultural for the first time (see line 6 above)

5) Are requesting a church or charitable / educational exemption (see line 3 C&D above)

6) Are 65 or older or 100% disabled w/ income of \$32,000 or less (see line 2 above)

INFORMACION GENERAL (Favor de llamer o consultar en persona para ayuda adicional con nuestro personal)

Attachment "A" Sample
Back

EVERY ATTEMPT IS MADE TO HAVE A CORRECT AND CURRENTLY ASSESSED OWNER ON OUR RECORDS. IF ANY CHANGES HAVE OCCURRED, PLEASE FILL OUT THE INFORMATION BELOW. ALL CHANGES REQUIRE A SIGNATURE.

➡ TO DETACH, TEAR ALONG PERFORATION. ➡ TO DETACH, TEAR ALONG PERFORATION.

FOR AN ADDRESS CHANGE OR OWNERSHIP CHANGE, COMPLETE THE FOLLOWING AND SIGN.

OWNER NAME:

MAILING ADDRESS:

CITY: STATE: ZIP CODE:

TELEPHONE: HOME: WORK:

SITUS ADDRESS:

OWNERSHIP CHANGE REQUIRES A COPY OF THE DEED

SITUS ADDRESS: SALES PRICE: \$

DOCUMENT BOOK NO. PAGE NO. SALES DATE:

SIGNATURE OF OWNER OR AUTHORIZED AGENT DATE / /

PROPERTY CHANGE DECLARATION
If there has been a change to the status of your land or building please check:

☐ NEW

☐ REMOVED

☐ ADDITION

☐ MANUFACTURED HOMES

☐ RESIDENTIAL

☐ COMMERCIAL

☐ OTHER

DARLENE J. VIGIL

TAOS COUNTY ASSESSOR

105 ALBRIGHT STREET, SUITE F

TAOS, NEW MEXICO 87571-6170

(575) 737-6360

PLEASE RETURN TO OUR OFFICE AT ADDRESS LISTED ABOVE.



DARLENE J. VIGIL
TAOS COUNTY ASSESSOR
105 ALBRIGHT STREET, SUITE F
TAOS, NEW MEXICO 87571-6170
(575) 737-6360

Attachment "B" Sample

2010

COUNTY OF TAOS		STATE OF NEW MEXICO		VALUE RECAP		RESIDENTIAL TAXABLE VALUE	NON-RESIDENTIAL TAXABLE VALUE	TOTAL VALUATION	
NOTICE OF VALUATION FOR 2010		PAGE: 0001						FULL VALUE	TAXABLE VALUE
NET TAXABLE VALUES WILL BE ALLOCATED TO THE GOVERNMENTAL UNITS IN SCHOOL DISTRICT		1-A							
0011697									
MASTOR, THOMAS J & MASTOR, PAGE S HC-78 BOX 9516 RANCHOS DE TAOS NM 87557						0	36074	108222	36074
						0	36074		36074
PROPERTY DESCRIPTION AND / OR CODE		CODE		VALUE DESCRIPTION		TYPE	QUANTITY	RATE	TAXABLE VALUE
1 074 145 140 245 FILE 3 477 PG 130 000301397 013105 SECTION-32 TOWNSHIP-25N RANGE-13E PART OF TRACT 3 MAP 7 SURVEY 1 2.00 ACRES 3-01 165 MAESTAS RD		W03 B81		EL VALLE DE LOS RAN MISCELLANEOUS		RES N/R	2.00	54111.00	36074