



*Accelerate Progress for Students*

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**ALBUQUERQUE PUBLIC SCHOOLS  
PROCUREMENT DEPARTMENT**

**March 11, 2019**

**BID NO: 19-045DD Floor Covering and Installation Services**

**ADDENDUM #1**

Please note the following additions/corrections/extensions to the language listed below.

- Extending Deadline for Questions: March 18, 2019 @ 5:00 pm (local time)
- Extending Due Date: April 2, 2019 @ 3:00 pm (local time)
- Adding Technical Specifications for Product
- Clarification for Pricing; Pricing for Installation and Pricing for Product
- Correcting Evaluation Criteria
- Adding **SPECIFICATIONS EXCEPTION FORM**
- Update Submittal Requirements and Checklist

- 1) **New RFP Deadline for questions day and time: 3/18/2019 at 5:00 PM**
- 2) **New RFP opening date: 4/2/2019 at 3:00 PM**

RFP Issued	2/22/2019
Pre-proposal Meeting	N/A
Pre-proposal Location	N/A
<b>Deadline for Questions</b>	<b>3/18/2019 @ 5:00pm (local time)</b>
<b>RFP Due Date and Time</b>	<b>4/2/2019 @ 3:00pm (local time)</b>
<b><i>Proposals must be received by the due date and time. No late proposals will be accepted. The only acceptable evidence to establish the time of receipt is the date/time stamp imprint from the APS Procurement bid clock.</i></b>	
Evaluation of Proposals	TBD
Contract Negotiations	TBD

## Price Proposal

This form must be completed by the Offeror and Included in the Proposal

### Pricing for Installation

Item	Unit Price
Commercial Grade Carpet Installation (labor only)	\$ _____ /sq. yd
4" and 6" commercial rubber topset base installation cost (labor only)	\$ _____ /lin. ft
Commercial VCT Costs Installation (labor only)	\$ _____ /sq. ft
Commercial LVT Costs Installation (labor only)	\$ _____ /sq. ft
Commercial tile installation (labor only)	\$ _____ /sq. ft
Floor preparation, carpet	\$ _____ /sq. yd
Floor preparation, VCT	\$ _____ /sq. yd
Floor preparation, LVT	\$ _____ /sq. yd
Floor preparation, tile	\$ _____ /sq. ft
Move & Replace furniture as needed	\$ _____ /hour-regular
	\$ _____ /hour-overtime

## Technical Specifications

All materials will be new, unused and in perfect condition with original mill wrappings, register number tags, lot number etc. attached and intact. Copies of manufacturer's recommendations for care and cleaning shall be available upon request. Materials provided shall be latest available and in current production.

Carpet specifications are intended to allow maximum competition between various mills. Be specific as to the exact brand/mill/manufacturer; which you will supply if awarded. Notations such "as specified" are not acceptable. Please note: samples are not required at this time.

### **Item 1 Modular Carpet**

#### 1.1 Modular carpet

##### Minimum Qualifications Manufacturer

- A. The modular carpet manufacturer shall have no less than fifteen years of production experience with modular carpet similar to type specified.
- B. Commitment to quality - Modular carpet manufacturer shall provide verification of registration to the ISO 9001/9002 Quality Management System and shall provide registration in the ISO 14001 Environmental System.
- C. Commitment to sustainability-modular carpet manufacturer shall demonstrate through programs of source reduction, recycling, reuse, water conservation and conservation of raw material usage its commitment to sustainability. Manufacturer providing relevant, verified and comparable information about the environmental impact of goods and services should submit an Environmental Product Declaration (EPD).
- D. Response to RFQ shall be accompanied by a letter confirming compliance with listed performance specifications signed off by an Officer of the Company.
- E. Manufacturer shall guarantee availability of recycled content product. Recycled content of forty percent (40%) by total product weight with a minimum of thirty percent (30%) post-consumer recycled content.

## **Technical Specifications: Modular Carpet**

### **1.2 Submittals: Please submit each of the following with your proposal:**

- A. Manufacturer's Data - Two (2) copies of modular carpet manufacturer's construction specifications, performance specification, environmental performance and installation instructions for carpet and related items specified. Maintenance Instructions - Two (2) copies of the manufacturer's carpet maintenance instructions.
- B. Fiber Verification - Certification from the fiber producer verifying use of premium branded, type 6,6 with post-consumer content for the submitted carpet product. Premium branded fibers are identified as Invista, Solutia and Universal.
- C. Fibers extruded by carpet mills will be considered "non-premium" for purposes of this specification.
- D. Samples- Customary (standard) size carpet tile samples of each type of carpet tile, in each specified pattern, color, and construction.

### **1.3 Warranty**

- A. Provide the following written warranties by carpet manufacturer for a period of not less than 20 years:
  - 1. Wear Surface fiber wear shall not be more than 10% by weight in 20 years. (Note: Wear warranty shall not require use of chair pads)
  - 2. Static-static generation shall be less than 3.5 kV at 70° F, and 20% R.H.
  - 3. No delamination.
  - 4. No edge ravel.
  - 5. No dimensional instability (i.e., shrinkage, curling and doming), which adversely affect the ability of the tile to lie flat.
  - 6. Warranty protection against mold in product.
- B. Submit manufacturer's National Voluntary Laboratory Accreditation Program (NVLAP) certified test results to show that carpet meets or exceeds product performance specification criteria for carpet testing requirements under Section 2.1 hereof.

## Technical Specifications: Modular Carpet A.I

**2.1 Modular Carpet Tile Performance Standards.** Modular carpet tile shall meet the following performance standards:

- 1.1 Carpet Flammability
  - .1 Pill Test (ASTM D2859 or CPSC FF-1-70) Passes
  - .2 Radiant Panel Test (ASTM E648) :::\_0.45 w att s/cm<sup>2</sup> , Class 1
- 1.2 Smoke Density (ASTM E662) :::\_450 Flaming Mode
- 1.3 Dimensional Stability (Aachen Method :::...,0.1% change Din 54318)
- 1.4 Static Generation at 70° F (AATCC 134 w/neolite)
- 1.5 Lightfastness (AATCC 16E) 2:4.0 after 60 hours
- 1.6 Gas Fade (AATCC23) 4
- 1.7 Ozone Fade (AATCC 109)4
- 1.8 Antimicrobial (ASTM E 2471-05)
- 1.8.2 Antimicrobial (AATCC 174, Part II >95.0% reduction)
- 1.9 Fungicidal (AATCC 174, Part III No Growth)
- 1.10 Soil Stain Protection (AATCC-1991) > 8.0 on the Red 40 stain scale
- 1.11 Sustainable Carpet Assessment Standard Platinum, as certified by 3<sup>rd</sup> party
  - NSF/ANSI 140.

**2.2 Product Construction Specification.** Modular carpet tile shall meet the following construction specifications:

- A. Yarn System: 100% Invista Type 6,6; Solutia Type 6,6; Universal Type 6,6 Nylon with post-consumer content. Fiber shall have across-section modification ratio no greater than 2.5.
- B. Dye Method: 100% Solution Dyed.
- C. Construction: Tufted.
- D. Texture: Textured Loop.
- E. Appearance Retention Rating (ARR): All carpet tile shall have a rating of no less than 3.5 ARR. ARR evaluation is based on a 12,000-cycle - Hexapod drumtest performed in accordance with ASTM D5252, *Standard Practice for the Operation of the Hexapod Drum Tester*.
- F. Primary Backing: Synthetic.
- G. Secondary backing shall be 100% recyclable at the end of its useful life. Claims of 'recyclable' shall meet the Federal Trade Commission Part 260-Guides for the Use of Environmental Marketing Claims 260.7(d).
- H. Soil/Stain Resistance: Application by fiber producer and manufacturer required.  
  
The anti-microbial carpet shall pass GSA parameters for treated carpet via AATCC method 174 parts II and III. ASTM E 2471-05 may be used in lieu of AATCC method 174 parts II and III. The preservative shall be biodegradable and non-toxic.

**2.3 Environmental Specifications**

- A. Recycled versus Recyclable - Primary consideration will be given to modular carpet products in the following order of priority: (A) use of post consumer recycled content in both fiber and backing, (B) post consumer recycled content in the backing, (C) 100% recyclable product. Claims shall meet the Federal Trade Commission Part 260 Guides for the Use of Environmental Marketing Claims.
- B. Product platform should have a 3rd party verified Environmental Product Declaration following ISO 14025 guidelines and/or a 3rd party verified Life Cycle Assessment following ISO 14040 guidelines.
- C. All existing nylon carpet and existing nylon carpet waste shall be recycled at no added cost to APS by the original manufacturer other than the packaging and transportation costs to the recycling center. A reclamation plan shall be submitted in the proposal that will provide directions for the reclamation of all carpet at the job site. Carpet recycling options consist

- 2.4 Repurposing: reusing the product in another application.
- 2.5 Closed Loop Recycling: turning waste materials into new materials of the same value, such as vinyl-backing into vinyl backing and nylon yam into nylon carpet yam.
- 2.6 Open Loop Recycling: creating other product types from reclaimed carpet. For example, turning nylon face fiber into automotive parts or carpet padding, including nylon face fiber in recycled backings.
- 2.7 Landfill or incineration: are not approved disposal methods. A certificate shall be furnished verifying the reclamation of the carpet and the pounds of material diverted from the landfill.
- 2.8 Related Requirements for Installation Materials
  - A. Installation - Only a glue-less, floating floor installation may be used. Installation will be by connecting the carpet tiles to each other and not to the subfloor.
  - B. Glue - All Installations shall be free of the application of any wet adhesive except for stairs and horizontal surfaces with slopes. In the event of stairs and/or horizontal slopes then a releasable glue method of installation is required and the following adhesive description applies: Adhesive shall be water--based and allow for removal of carpet tile at any time without damage to carpet or substrate. Adhesive shall contain antimicrobial preservative and have "zero" calculated VOC's.

**Item A - Modular Carpet**- See Minimum Specification above:

Price per Square Yard \$ \_\_\_\_\_

Approximate number of yards per box: \_\_\_\_\_ Manufacturer/Brand: \_\_\_\_\_

How many color choices available? \_\_\_\_\_ What is the minimum order requirement? \_\_\_\_\_

What is the lead time? \_\_\_\_\_ Discount(s) for quantity: \_\_\_\_\_

Additional charge to cut carpet or similar: \_\_\_\_\_

Does your product have glue-less installation option? \_\_\_\_\_

Describe glue-less installation option?

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Make a full explanation of your warranty. Is it pro-rated, etc.?

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**Item B. Vinyl Composition Flooring** - (Attach information regarding color choices available for each brand quoted.)

**Item B.1 Resilient Flooring VCT** - Minimum Construction/Performance Specification, FS SS-T-3128, Type IV Composition I, Asbestos free, 12"x12"x1/8". Square, no rounded edges. Through-chip coloring. APS has standardized on Armstrong, Tarkett and/or Kentile. Multiple awards may be made to allow access to product. Note: Actual usage of the tile will entail matching existing flooring for repair purposes, color choice availability, and other factors.

	<u><b>B.1 Armstrong</b></u>	<u><b>B.2 Tarkett</b></u>	<u><b>B.3 Kentile</b></u>
<b>Price persquare foot:</b>	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> No. of squares per carton:	_____	_____	_____
Manufacturer's guarantee:	_____	_____	_____
Average lead time:	_____	_____	_____
Minimum order requirement:	_____	_____	_____
Discount(s) for quantity: (i.e. truckload)	_____	_____	_____

**C. Carpet Adhesive** - Minimum Construction/Performance Specification, High quality non-toxic latex adhesive suitable for glue-down carpet.

**Manufacturer:** Parabond Magnum Plus Gold Premium, or equal.

**Item C.1 Parabond Gold M4099**

Manufacturer/Brand	
Price per 4 gallons:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	



**Item C.2 Modular Carpet Adhesive:** Minimum Construction/Performance Specification: CRI Green Label Plus ID GLP70522, VOC Limits Meets SCAQMD Rule #1168 Bond Warranty: Lifetime Limited Warranty When Used with Mannington Carpet A.I.

**Manufacturer:** Must be Mannington Infinity Pressure Sensitive Adhesive

Manufacturer/Brand	
Price per gallon:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item C.3 Adhesive product for glue-less installation requirement for Carpet A.I.**

Manufacturer/Brand	
Price per gallon:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item C.4 Non-toxic, no harsh odor adhesive** suitable for vinyl composition and asphalt floor tiles. See item B.1. Brush-on, roll-on, or trowel-on. Clear thin spread tile adhesive.

**Manufacturer:** Armstrong S-515 or equal.

Manufacturer/Brand	
Price per gallon:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item C.5 No harsh odor, non-flammable, non-toxic cove base adhesive** suitable for items D.2 & DJ. Acrylic latex adhesive for bonding rubber & vinyl cove base to wall surfaces.

**Manufacturer:** Henry's 440 Cove Base Adhesive, or equal.

Manufacturer/Brand	
Price per 3.5 gallon:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item C.6 Non-toxic, no harsh odor stair tread adhesive.** Suitable for item D.S. Must adhere permanently to concrete, metal, wood, terrazzo. Roppe #319 Contact Adhesive or equal.

Manufacturer/Brand	
Price per 3.5 gallon:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item C.7 Sealer/Encapsulant** - High strength acrylic polymer compound formulated to isolate cutback and other types of old adhesive residues that would affect the bond of the new floor adhesive over concrete substrates. TO Be XL Brands Triseal Adhesive Residue Encapsulator, or equal.

Manufacturer/Brand	
Price per gallon:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**D. PATCHING MATERIALS, REDUCER STRIPS, STAIR TREADS, NOSING, COVE BASE**

**Item D.1 Floor Patch:** Quick-setting, non-shrinking compound for patching, leveling, and filling subfloors prior to the installation of floor coverings. Manufacturer: Ardex Feather Finish or equal. (APS #605745)

**Type:** Portland Cement Base Powder (10 lb. bag), **Color:** Gray, **Pot Life:** 15 minutes, **Normal Setting Time:** Approximately 15 minutes

Manufacturer/Brand	
Price per unit:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item D.2 Cove Base:** 4" Vinyl, 4' lengths, .080 guage, Group 1, Type IV. Nafco or equal. APS #605092 (Brown) and #605094 (Black). Additional colors may be required.

Manufacturer/Brand	
Price per unit:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item D.3 Cove Base:** 6" Vinyl 4' lengths, .125 guage, Group!, Type IV. Nafco equal. APS #605088 (Brown) and #605087 (Black). Additional colors may be required.

Manufacturer/Brand	
Price per unit:	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item D.4 Reducer Strip:** 1/8" vinyl Tile Reducer, 3-foot section. Brown, Black or color. Johnsonite RR or equal.

Manufacturer/Brand	
Price per linear foot	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item D.5 Vinyl Stair Treads:** Heavy gauge sharp rib design vinyl tread. 1/4" thick at wear area, 12" deep, brown, black, or colors. Standard sizes. Johnsonite HT Series or equal.

Manufacturer/Brand	
Price per linear foot	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item D.6 Stair Nosing** - To be Balco Metalines CA-300 or equal. Size: 3"x3/8"x4'6". Cast aluminum, class 30 aluminum tread plate. To include bolt(s) and cast anchor(s) at 14" o.c.

Manufacturer/Brand	
Price per lengths	
0-150	\$
151-300	\$
301-450	\$
451-600	\$
Approximate number per carton / case	
Manufacturer's guarantee	
Minimum Order Requirements	
Discount(s) for quantity	
List all hardware included with each nosing	

## E. CERAMIC TILES, GROUTS, AND ADHESIVES

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### Item E.1 Floor Tile. APS#608094 Tiles to be 12x12x1/8" Armstrong or equal

Manufacturer/Brand	
Price per square foot	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

### Item E.2 Mosaic Floor Tile. Tiles to be durable and resistant to frost weathering, staining and fading. 1/4" thick. To be Dal-Tile keystone or equal.

Manufacturer/Brand	
Price per square foot	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

### Item E.3 Floor tile Thin Set Mortar. Available in white or gray. To be TEC Latex-Modified Thin set Mortar 345/346 or equal.

Manufacturer/Brand	
Price per unit	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item E.4 Floor Grout.** Portland cement based, latex modified. Able to withstand thermal variations, 1/ 1/1/2" joint coverage. To be C-Cure MP grout Sanded 924 or equal.

Manufacturer/Brand	
Price per unit	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item E.5 Ceramic Wall Tile.** Tiles to be used for walls sizes, 5/16" thick with cushioned edges. Needs to be Kohler Coordinates. Price Group I or equal.

Manufacturer/Brand	
Price per unit	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item E.6 Wall Tile Multi-Purpose Adhesive.** Acrylic based, easy spreading, non-sagging, water resistant. To be TEC White Formula Multi-Purpose Ceramic Tile Adhesive TA-lo1, TA-190 or equal.

Manufacturer/Brand	
Price per unit	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item E.7 Wall Grout.** Portioned Cement based, latex-modified. Able to withstand thermal variations, Up to 1/8" joint coverage. To be C-Cure MP Grout Non-Sanded 923 or equal.

Manufacturer/Brand	
Price per unit	\$
How else packaged?	
Prices for other packages	\$
Manufacturers guarantee	
Current average lead time	
Minimum Order Requirements	
Discount(s) for quantity	

**Item F - Incidental purchases:** the majority of orders against this contract will be for the above item(s). Aps may on occasion have need to purchase order flooring related materials not specifically listed. These are typically for non-standard applications where it is impossible to anticipate actual usage. Therefore, aps seeks to establish a% (percentage) discount from list for these types of purchases.

% Discount from list for other flooring related materials	% Discount
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**EVALUATION CRITERIA:** Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 1978, §13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in submitted proposal the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. Please Note: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. Offerors shall include in their proposal a copy of certificate issued by State of New Mexico Taxation & Revenue. The Preference does not apply if APS is utilizing federal funds.

**\*\*\*The Offeror should contact Buyer for clarification of evaluation criteria or terminology\*\*\***

	Possible Points	Points This RFP
<b>Qualifications</b> Submit company profile; Submit detailed information describing your company's qualifications providing services and/or products as requested in the Scope of Work. Provide information about the company that demonstrates the ability and capacity of the company expressed in terms of its Human Resources (number, quality, skills and experience) physical and material resources, financial resources and information resources (pool of knowledge).	15	
<b>Experience &amp; Assigned Personnel to APS – Past Performance and Contract Staffing</b> Submit a minimum of three (3) detailed references describing your company's past and/or current experience providing services and/or products to as requested in the Scope of Work. Include number of years providing services and or products, contact person name, telephone number and email address. Submit information of your company's staff that will handle or manage all aspects of the awarded contract with APS. Include roles, responsibilities, staff resumes and organizational chart; this includes administrative roles.	15	
<b>Product Technical Specifications</b> Submit information of the technical specifications of the products your company will offer to APS. (specification sheets or web links to specification of products) See: Items A through F of this addendum 1; pages 7-15	20	
<b>Management Plan</b> Describe in detail the approach in which your company will provide services or products as requested in the Scope of Work and/or Technical Specifications. Include detailed information that includes: turn around time, delivery, warranty, customer service, product on hand, etc.(as applicable.)	15	
<b>Health &amp; Safety Plan</b> Provide a summary description of the Health and Safety Plan. (One copy only of the full written Safety Plan)	10	
<b>Pricing</b> Page 2 of Addendum 1- Installation Items A through F of this addendum; Page 7-15 of Addendum 1- Product	25	
<b>Total Possible Points</b>	<b>100</b>	
<b>Interview ( if needed)</b>	<b>50</b>	
<b>New Mexico Resident Business Preference:</b> Five percent of the total possible points to a resident business. Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Department.	5	
<b>Veteran New Mexico Resident Business Preference:</b> Ten percent of the total possible points to a resident veteran business. <ul style="list-style-type: none"> <li>10 points for Resident Veteran Business/Contractor with annual revenues of \$3 million or less as verified by State of NM Tax &amp; Revenue.</li> </ul>	10	
<b>Total Possible Awarded Points</b>	<b>100-160</b>	



# **SUBMITTAL REQUIREMENTS**

*(For ease of evaluation, Proposals should be formatted in the order as listed below)*

The Offeror is particularly encouraged to address all points that will be evaluated as described herein in each point of the evaluation criteria. If a factor of evaluation is not adequately responded to by the Offeror, the Offeror may be determined to be non-responsive.

Offeror shall submit one (1) original proposal clearly marked ORIGINAL, six (6) identical copies clearly marked COPY and one (1) identical electronic copy (flash drive labeled with your company name and RFP number).

Electronic copy is not email or Fax copies, these are not acceptable.

## **PROPOSAL – DETAILED REQUIREMENTS**

### 1. Proposal Format

Proposals shall be submitted in a three-ring binder. Page format shall be 8-1/2” x 11” with foldout sheets (if any) allowed up to 11” x 17” in size. Foldout pages shall be counted as two pages **and shall be numbered as such**. Text will be no smaller than 10 point. No information shall be submitted on electronic media.

Proposals shall not exceed 60 pages total for all of the tabbed sections listed below. Each sheet face that is printed with text or graphics counts as one page, Tab 1, 6, 7, 8, table of contents, front cover, back cover are not counted towards the 60 page maximum total. Tab Dividers do not count as pages provided the only text or graphics on the dividers are the tab numbers and section titles:

Any response that exceeds the referenced page limitation shall have a deduction of 10 points taken from each evaluation committee member’s score. If there are any questions regarding format requirements, please contact the APS Procurement Buyer prior to submission of Documents.

### 2. Tabs/Evaluation Categories:

All sections shall be separated by numbered tabs that correspond to the Submission Requirements and Evaluation Categories, 1 through 8 as shown below. Pages within each Tab shall be numbered consecutively.

TAB 1	LETTER OF SUBMITTAL
TAB 2	QUALIFICATIONS
TAB 3	EXPERIENCE & ASSIGNED PERSONNEL
TAB 4	PRODUCT TECHNICAL SPECIFICATIONS
TAB 5	MANAGEMENT PLAN
TAB 6	HEALTH AND SAFETY

Provide the following information:

- a. Provide a summary description of the Health and Safety Plan. (One copy only of the full Contractor’s written Safety Plan)
- b. Identify the person responsible for, and capable of, implementing the safety and health program/plan.
- c. Address specific health and safety risks that are related to the scope of work. Describe processes to minimize risk and to ensure that health and safety issues are clearly communicated.

**PRICE PROPOSAL**

1. Before submitting a proposal, each Offeror shall carefully examine the RFP; and shall include in the proposal the cost of all items required by the RFP.
2. Page 2 of Addendum 1- Installation  
Items A through F of this addendum; Page 7-15 of Addendum 1- Product

TAB- 8 REQUIRED FORMS

**A. NOTARIZED DECLARATION LETTER FROM SURETY:** The Offeror will provide, with the price proposal, a notarized declaration letter from a bonding company licensed to do business in the State of New Mexico confirming the Offeror's ability to obtain a Performance Bond, and a Labor and Materials Payment Bonds if required for assigned job. **FOR INSTALLATION**

**B. OFFEROR'S CONTRACTOR'S LICENSE(S) (IF APPLICABLE) FOR INSTALLATION**

**C. CERTIFICATE OF INSURANCE:** Offeror shall provide a Certificate of Insurance that meets the requirements listed in RFP.

**D. SUB-CONTRACTOR LISTING – FOR INSTALLATION**

**E. SPECIFICATIONS EXCEPTION FORM**

**F. NEW MEXICO RESIDENT CONTRACTOR (OR VETERAN RESIDENT CONTRACTOR) PREFERENCE CERTIFICATE:**

**G. SIGNED CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**H. SIGNED CONFLICT OF INTEREST AND DEBARMENT/SUSPENSION CERTIFICATION FORM**

**I. SIGNED STATEMENT OF CONFIDENTIALITY**

**SPECIFICATIONS EXCEPTION FORM- Submit with your Proposal**

**Note:** Your Proposal may be rejected if you do not sign and submit this page.

Bid on materials, supplies, or equipment with varying specifications may be considered by Albuquerque Public Schools. However, in the interest of fairness and sound business practice it should not be the responsibility of APS to probe for information concerning items which you intend to furnish. Therefore, if your bid differs from the specifications or if you take exemption to any of the requirements, such information must be clearly stated in the space following. Failure to do so may result in forfeiture of bid bond, if applicable, or seller may be found in default.

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I do meet specifications:

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Signature

I do not meet specifications:

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Signature

## **PROPOSAL SUBMITTAL REQUIREMENTS AND CHECKLIST**

Please submit your completed proposal, including the following items.\* Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified.**

- Letter of transmittal, **SIGNED**
- Evaluation Criteria Documentation
- Price Proposal Form –Offeror’ s Information Form
- Addendum #1 Pricing for Installation (Page 2 of Addendum #1)
- Addendum #1 Pricing for Product (Page 7-15 of Addendum #1)
- Statement of Specialized Equipment
- Contractor License
- Surety letter
- Certificate of Insurance
- Subcontractor Listing
- Completed Conflict of Interest and Debarment/Suspension Form, **SIGNED**
- Campaign Contributions Disclosure Form, **SIGNED**
- Statement of Confidentiality, **SIGNED**
- Specification Exception Form
- Resident Contractor (or Veteran Resident Contractor) Preference Certificate – if applicable
- Addendums (if applicable) – **before** submitting your proposal, please check for addendums here:  
<http://www.aps.edu/procurement/current-bids-and-rfps>
  
- The following RFP information must be clearly labeled on the **outer envelope of your sealed proposal**. Please note: **If you put your sealed proposal inside a FedEx, UPS, etc. envelope, all of this information must also be written and visible on the outermost envelope** of your sealed proposal:
  - Offeror’s Business Name** (not an individual’s name)
  - RFP Number & Title
  - RFP Due Date & Time
  - Proper Delivery Address (see cover page)

Thank you for your interest in Albuquerque Public Schools.

**PLEASE ACKNOWLEDGE THIS ADDENDUM BY SIGNING AND SUBMIT WITH FINAL RFP DOCUMENTS. THIS SIGNED DOCUMENT MUST BE INCLUDED IN YOUR FINAL RFP PACKET OR YOUR PROPOSAL MAY BE DISQUALIFIED.**

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COMPANY/FIRM NAME

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SIGNATURE

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DATE

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Daniel Dominguez, District Buyer