



Expect Great Things!

Mark Heckart, C.P.M.
DIRECTOR/PROCUREMENT MANAGER

November 12, 2012

FROM: Michael Madrid, Construction Buyer, Procurement Department

RE: RFP 13-020MM-SL, Monte Vista Elementary School Restroom Renovation and Roof Repair

This letter is your notification that the Albuquerque Public Schools (APS) has a current bid or RFP in an area you identified in your vendor registration packet. Proposal Documents may be obtained at Albuquerque Reprographics upon payment of \$150.00 for each complete set. **CHECKS SHOULD BE MADE PAYABLE TO ALBUQUERQUE PUBLIC SCHOOLS**. Incomplete sets will not be issued. A compact disc containing the RFP documents only is available for a fee of ten dollars (\$10.00) from Albuquerque Reprographics. The successful Offeror will receive a refund of his deposit, and any unsuccessful Offeror who returns the Proposal Documents in good and complete condition within fifteen (15) days of the Proposal Opening will also receive refund of this deposit. No deposits will be returned after the fifteen-day period.

Bid/RFP Number: RFP 13-020MM-SL
Bid Name: Monte Vista Elementary School Restroom Renovation and Roof Repair
Due Date/Time: December 11, 2012 at 2:00 p.m.
Contact: Michael Madrid, Michael.madrid@aps.edu, (505) 848-8826

A MANDATORY PRE-PROPOSAL CONFERENCE SHALL BE HELD AS FOLLOWS:

DATE: 11/29/12 **TIME:** 2:00 PM LOCAL TIME AT MONTE VISTA ES, 3211 MONTE VISTA BLVD NE, ALBUQUERQUE, NM 87106

The Albuquerque Public Schools is no longer mailing complete bids/RFP to vendors registered on our bid lists. The current process is notification with this letter, for the vendor to access and view the bid/RFP on our website (as per the directions listed below), print the bid/RFP if you intend to respond, complete the bid/RFP response as you normally would, and return sealed to APS by the date and time requirement listed on the front of or in the bid/RFP.

This process is intended to reduce postage and paper costs for the Albuquerque Public Schools. All future bids/RFPs notifications will utilize this process. APS will continue to advertise all bids in the Albuquerque Journal. APS does not provide bids or RFP's in Word format.

It is the responsibility of every bidder or offeror to ensure they have downloaded the latest version of each solicitation, including any addendum(s) which may have been issued, by revisiting this website prior to the due date before submitting their response to the Albuquerque Public Schools. All addendums must be acknowledged in the response.

Any listed solicitation does not obligate the Albuquerque Public School district for any cost(s) associated with any response preparation, the return of a response, and is not to be considered a contract for any purchase of goods, services, or construction.

Please note that all bids/RFP's must be submitted by the due date and time as stated in the bid/RFP documents. The Albuquerque Public Schools does not accept responses electronically, by fax or email as a hardcopy with original signature must be submitted. Responses arriving after the due date or time will be returned unopened.

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Celebrate the 8 essential goals toward better education for the Albuquerque community!