



Expect Great Things!

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

May 4, 2012

FROM: Michael Madrid, Construction Buyer, Procurement Department

RE: RFP 12-070MM-SL, Montessori of the Rio Grande Charter School Classroom Addition

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. Electronic drawing files are available on request from the architect, G Donald Dudley.

RFP Submittal:

Bid/RFP Number: RFP 12-070MM-SL
Bid Name: Montessori of the Rio Grande Charter School Classroom Addition
Due Date/Time: May 31, 2012 at 2:00 p.m.
Contact: Michael Madrid, Michael.madrid@aps.edu, (505) 848-8826

Mandatory Pre-Proposal Conference:

Date: May 23, 2012 **Time:** 2:00 PM Local Time
Location: Montessori of the Rio Grande Charter School – 1650 Gabaldon Dr. NW 87104
City/State/Zip: Albuquerque NM 87106

The Albuquerque Public Schools is no longer mailing complete bids/RFP to vendors registered on our bid lists. 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.

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!