



Expect Great Things!

Rennette Apodaca
Executive Director of Procurement

November 18, 2016

FROM: Michael Madrid, CPPB, Construction Buyer, Procurement Department

RE: RFP No. 17-008MM-KM – Professional Development Center

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 Academy Reprographics upon payment of **\$300.00** 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 Academy 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.

RFP Number:	17-008MM-KM
RFP Name:	Professional Development Center
Due Date/Time:	February 15, 2017 @ 2:00 PM
Contact:	Michael Madrid, CPPB – Construction Buyer michael.madrid@aps.edu (505) 848-8826
Location:	APS Procurement Off-Site 912 Oak St SE (Bldg. M) Room M174 Albuquerque, NM 87106

There will be a MANDATORY pre-proposal meeting and/or walk-through on January 12, 2017 at 10:00 AM at Lincoln Complex, Building A, First Floor Conference Room, 915 Locust St. SE, Albuquerque, NM 87106. All general contractors are required to attend. All subcontractors and prospective offerors are encouraged to attend. This meeting will allow discussion of the proposed project. Please be prepared to address any requested clarification or interpretation of the proposed contract documents.

This notification 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.

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.