



Portales Municipal School District
Chief Procurement Office
LC Cozzens Administrative Offices
501 S Abilene Ave
Portales, NM 88130

INVITATION TO BID CHECKLIST
17-18-0007: LED LAMP RETROFIT & INSTALLATION
DUE 06/05/2018 AT 4:00 PM MST

The Board of Education of the Portales Municipal School District is requesting bids from companies interested in providing LED Lamp Retrofit & Installation services to the school district.

Please make sure that you read all of the following:

1. ITB 17-18-0007

Please make sure to abide by the following dates:

1. Pre-bid Conference (Not mandatory): May 29, 2018 at 1:30 pm, MST, at the above address.
2. Submission of ITB: June 5, 2018 at 4:00 pm, MST

If you would like additional points for being a resident or veteran resident business, you MUST submit a copy of the certificate issued by the taxation and revenue department in addition to all of the documents listed in the ITB. In no event will a business be awarded both a resident business preference and a resident veteran business preference in any single procurement/contractual action.

Thank you for your interest,

Sarah M. Stubbs
Chief Procurement Officer/Finance Director