



**February 03, 2020**

**FROM: Michael Madrid CPO, CPPB Director of Purchasing**

**RE: ITB No. 2020-014-FAC – HVAC Improvements – Rio Rancho ES Cafeteria**

This letter is your notification that the Rio Rancho Public Schools (RRPS) has a current ITB in an area you identified in your vendor registration packet. A PDF copy of the ITB procurement documents can be obtained at the Procurement Website <http://www.rrps.net> > Departments > Purchasing (scroll down to Bids/RFPs).

ITB No. 2020-014-FAC

ITB Name: HVAC Improvements – Rio Rancho ES Cafeteria

Due Date/Time: February 18, 2020 @ 2:00 p.m.

Contact: Michael Madrid CPO, CPPB  
Director of Purchasing  
[michael.madrid@rrps.net](mailto:michael.madrid@rrps.net)  
(505)-962-1143

Location: Rio Rancho School District Offices (Purchasing),  
500 Laser Rd NE  
Rio Rancho, NM 87124

**MANDATORY PRE-BID:**

A mandatory pre-bid conference has been scheduled for February 10, 2020, @ 9:30 a.m. at:

Location: Rio Rancho Elementary  
School, 4601 Pepe Ortiz  
Rd. S.E., Rio Rancho, NM 87124

It is the responsibility of potential bidder(s) to ensure that they arrive with enough time to check in through the RRPS Security.

This notification process is intended to reduce postage and paper costs for the Rio Rancho Public Schools. All future ITBs/RFPs notifications will utilize this process. RRPS will continue to advertise all procurements in the Albuquerque Journal.

Any listed solicitation does not obligate the Rio Rancho 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 ITBs/RFPs must be submitted by the due date and time as stated in the ITB/RFP documents. The Rio Rancho 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.