



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

REQUEST FOR PROPOSAL CHECKLIST
17-18-0008: DESIGN PROFESSIONAL SERVICES FOR THE
BROWN EARLY CHILDHOOD OLD WING RENOVATION
DUE 06/21/2018 AT 4:00 PM MST

The Board of Education of the Portales Municipal School District is requesting sealed proposals from companies interested in providing design professional services for the Brown Early Childhood old wing renovation services to the school district.

Please make sure that you read all of the following:

1. RFP 17-18-0008

Please make sure to abide by the following dates:

1. Pre-bid Conference (Mandatory): May 30, 2018 at 1:30 pm, MST, at:
Brown Early Childhood Center
520 W 5th St
Portales, NM 88130
2. Submission of RFP: June 21, 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