

INVITATION TO BID

ITB #2018-09-02

Notice is hereby given that the City of Portales calls for competitive sealed bids for:

**Building/Maintenance Materials, Minor Construction Materials and Hardware Items,
Indefinite Quantity Multi-Term Contract**

Copies of the bid documents may be obtained from the Purchasing Department, 100 West 1st Street, Portales New México 88130. Copies of the Invitation to Bid will be mailed upon written request, e-mail request or telephone request to Carla Weems, Chief Procurement Officer, at 575-359-4852. Email address is: cweems@portalesnm.gov.

Sealed Bids for such will be received at the Office of the Purchasing Department until **2:00 p.m., (MST) Tuesday, September 18, 2018**. Submitted bids will be opened and read aloud at Portales City Hall at 100 W. 1st St. at 2:00 p.m. (MST).

Envelopes are to be sealed and plainly marked with "Materials and Hardware" ITB # 2018-09-02; on the lower left-hand corner of the envelope along with the bid opening date and time. NO FAXED OR ELECTRONICALLY TRANSMITTED BIDS will be accepted. Any bids received after closing time will be rejected and returned unopened.

The City of Portales reserves the right to reject any and/or all bids or waive all informalities as deemed in the best interest of the City.

Applicable NIGP Commodity Code(s): 005, 010, 025, 031, 135, 150, 190, 192, 210, 315, 320, 330, 360, 440, 445, 450, 540, 630, 631, 635, 665, 670, 735, 895

/S/ Carla Weems, CPO

Publish in the Eastern New Mexico News ONLY on: September 2, 2018

Provide an affidavit of Publication

Bill to the City of Portales-ATTN: Chief Procurement Officer

Note: This Notice is issued pursuant to the requirements of §13-1-104 NMSA 1978 and must be published not less than 10 calendar days prior to the date set for the receipt of bids (§13-1-113 NMSA 1978) and published in a newspaper of general circulation in the area.