



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

REQUEST FOR PROPOSAL CHECKLIST
17-18-0005: JOC – GENERAL CONTRACTING
17-18-0006: JOC – MEP
DUE 04/03/2018 AT 4:00 PM MST

The Board of Education of the Portales Municipal School District is requesting proposals from companies interested in providing Job Order Contracting Services to the school district. You may respond to one or both of the RFP(s) depending on the services that you provide.

Please make sure that you read all of the following:

1. RFP 17-18-0005 General Construction
2. RFP 17-18-0006 MEP

You will need to be able to use the following links for the RFPs:

1. Construction Task Catalog for General Contracting: <https://goo.gl/jdZYao>
2. Construction Task Catalog for MEP: <https://goo.gl/goxS95>

Please make sure to abide by the following dates:

1. Pre-bid Conference (Mandatory): March 19, 2018 at 3:30 pm, MST, at the above address.
2. Deadline to Submit Written Questions: March 27, 2018 at 4:00 pm, MST
3. Submission of RFP: April 3, 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 above. 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