



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

Rennette R. Apodaca, MPA, CPPO
Executive Director

Raquel Reedy
Interim Superintendent

May 13, 2016

FROM: Steven L. Carpenter, Senior Buyer, Procurement Department

RE: BID NO. 16-040SC-KM, Discount from List – Restroom Accessories & Installation

This letter is your notification that the Albuquerque Public Schools (APS) has a current BID in an area you identified in your vendor registration packet. This BID is accessed through the APS Procurement Department Website. To access the website navigate to: <http://www.aps.edu/procurement> and click on the “See Current Bids and RFPs” link in the middle of the page. Any current Bid or RFP for APS can be accessed from this webpage by clicking on the appropriate Bid or RFP Number.

Bid Number: 16-040SC-KM
Bid Name: Discount from List – Restroom Accessories & Installation
Due Date/Time: June 9, 2016, 11:00 a.m.
Contact: Steven L. Carpenter, carpenter_st@aps.edu, 505-878-6121

The Albuquerque Public Schools is no longer mailing complete Bids/RFP to vendors registered on our Bid/RFP lists. The current process is notification with this letter, for the vendor to access and view the Bid/RFP on our website (as per the directions listed below), print the Bid/RFP if you intend to respond, complete the Bid/RFP response as you normally would, and return sealed bid/proposal to APS by the date and time requirement listed on the front of or in the Bid/RFP.

This process is intended to reduce postage and paper costs for the Albuquerque Public Schools. All future Bids/RFP notifications will utilize this process. APS will continue to advertise all Bids/RFPs in the Albuquerque Journal. APS does not provide Bids or RFP's in Word format.

It is the responsibility of every bidder or offeror to ensure they have downloaded the latest version of each solicitation, including any addendum(s) which may have been issued, by revisiting this website prior to the due date before submitting their response to the Albuquerque Public Schools. All addendums must be acknowledged in the response.

Any listed solicitation does not obligate the Albuquerque Public 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 Bids/RFP's must be submitted by the due date and time as stated in the Bid/RFP documents. The Albuquerque 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.