



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

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Executive Director, Procurement

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Superintendent

May 31, 2016

FROM: Melissa G. Sanchez, District Buyer, APS Procurement Department

RE: BID 16-047MS-KM Culinary Arts Equipment – Discount from List

This letter is your notification that the Albuquerque Public Schools (APS) has a current BID in an area you identified in your vendor registration. 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: 16-047MS-KM
BID Name: Culinary Arts Equipment – Discount from List
Due Date/Time: June 22, 2016 at 10:00 AM MDT
Contact: Melissa G. Sanchez, Melissa.sanchez@aps.edu, 505-345-5661

APS is no longer mailing complete BIDs or RFPs to registered vendors. The current process is: notification with this letter, the vendor to access and view the BID/RFP on the APS website (per the directions detailed above), print the BID/RFP if the vendor intends to submit a proposal, complete the BID/RFP proposal, return the proposal in a sealed package labeled as instructed per the BID/RFP, by the date and time requirement, also listed in the BID/RFP.

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

It is the responsibility of every Offeror (or Bidder) to ensure they have downloaded the latest version of each solicitation, including any addendum(s) which may have been issued, be revisiting this website prior to the due date, before submitting their proposal to APS. All addendums must be acknowledged in the proposal.

Any listed solicitation does not obligate APS for any cost(s) associated with proposal preparation, the return of a proposal, and is not to be considered a contract for any purchase of goods, services, or construction.

Please note that all BID and RFP proposals must be submitted by the due date and time, as stated in the BID/RFP documents. APS does not accept proposals electronically by fax or email, as a hardcopy with original signatures must be submitted. Proposals arriving after the due date or time will be deemed as non-responsive and will not be accepted. Late proposals will be returned to the Offeror only at the Offeror’s request and at the Offeror’s expense.