



**September 07, 2018**

**FROM: Michael Madrid CPO, CPPB  
Purchasing Manager**

**RE: RFP No. 2019-006-FAC – HVAC Contractor on Demand**

This letter is your notification that the Rio Rancho Public Schools (RRPS) has a current RFP in an area you identified in your vendor registration packet. A PDF copy of the RFP procurement document can be obtained at: <http://www.rmps.net/departments/finance>

RFP No. 2019-006-FAC  
RFP Name: HVAC Contractor on Demand

Due Date/Time: September 27, 2018, @ 2:00 p.m.

Contact: Michael Madrid CPO, CPPB  
Purchasing Manager  
[michael.madrid@rmps.net](mailto:michael.madrid@rmps.net)  
(505)-962-1143

Location: Rio Rancho School District Offices (Purchasing)  
500 Laser Rd NE  
Rio Rancho, NM 87124

**A non-mandatory pre-proposal meeting has been scheduled for September 19, 2018, @ 10:00 a.m. at Rio Rancho Public Schools District Office (address listed above).**

This notification process is intended to reduce postage and paper costs for the Rio Rancho Public Schools. All future ITBs/RFPs notifications will utilize this process. RRPS will continue to advertise all procurements in the Albuquerque Journal.

Any listed solicitation does not obligate the Rio Rancho 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 ITBs/RFPs must be submitted by the due date and time as stated in the ITB/RFP documents. The Rio Rancho 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.