



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

INVITATION TO BID CHECKLIST
18-19-0001: SUBURBAN
DUE 09/09/2018 AT 4:00 PM MST

The Board of Education of the Portales Municipal School District is requesting bids from companies interested in providing a suburban to the school district.

Please make sure that you read all of the following:

1. ITB 18-19-0001

Please make sure to abide by the following dates:

1. Submission of ITB: September 19, 2018 at 4:00 pm, MST

Please make sure to submit the following:

1. Submittal Sheet
2. Pricing Submittal Sheet
3. Signed Campaign Disclosure Form
4. Copy of Resident or Veterans Resident Certificate (if applicable)

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 in the ITB. 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