



Expect Great Things!

Rennette Apodaca  
Executive Director of Procurement

**November 21, 2016**

**FROM: Michael Madrid, CPPB, Construction Buyer, Procurement Department**  
**RE: RFP No. 17-56MM-KV – Architectural Design Services**

This letter is your notification that the Albuquerque Public Schools (APS) has a current bid or RFP in an area you identified in your vendor registration packet. This bid or RFP, and any applicable addenda, can be accessed through the APS Procurement 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.

**RFP Number: 17-056MM-KV**  
**RFP Name: Architectural Design Services**  
**Due Date/Time: December 07, 2016 @ 2:00 PM**  
**Contact: Michael Madrid, CPPB – Construction Buyer**  
**michael.madrid@aps.edu (505) 848-8826**  
**Location: APS Procurement Off-Site**  
**912 Oak St SE (Bldg. M), Room M174**  
**Albuquerque, NM 87106**

The Albuquerque Public Schools is no longer mailing complete bids/RFP to vendors registered on our bid 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 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/RFPs notifications will utilize this process. APS will continue to advertise all bids in the Albuquerque Journal. APS does not provide bids or RFPs 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/RFPs 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.