



Expect Great Things!

Rennette Apodaca  
Executive Director of Procurement

**February 7, 2018**

**FROM: Rennette Apodaca, Executive Director, Procurement Department**

**RE: RFP No. 18-042RA – Montessori of the Rio Grande Charter School Classrooms and Admin. Phase 2**

**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.** Proposal Documents may be obtained at Academy Reprographics upon payment of **\$150.00** for each complete set. CHECKS SHOULD BE MADE PAYABLE TO ALBUQUERQUE PUBLIC SCHOOLS. Incomplete sets will not be issued. A compact disc containing the RFP documents only is available for a fee of ten dollars (\$10.00) from Academy Reprographics. The successful Offeror will receive a refund of his deposit, and any unsuccessful Offeror who returns the Proposal Documents in good and complete condition within fifteen (15) days of the Proposal Opening will also receive refund of this deposit. No deposits will be returned after the fifteen-day period.

**RFP Number:**

**18-042RA**

**RFP Name:**

**Montessori of the Rio Grande Charter School Classrooms and Admin. Phase 2**

**Due Date/Time:**

**March 20, 2018 @ 2:00 PM**

**Contact:**

**Rennette Apodaca, MPA, CPPO, CPO  
Rennette.Apodaca@aps.edu (505) 878-6112**

**Submittal Information:**

**NOTE: *There is no US Postal mailbox on site. USPS will not deliver to physical address.***

**Hand or Carrier Delivery:**

**Albuquerque Public Schools (APS)  
APS Procurement Division  
6400 Uptown Blvd NE, Suite 500 East  
Albuquerque, NM 87110**

**US Postal Service Delivery only:**

**P.O. Box 25704  
Attention: Procurement Dept., Suite 500E  
Albuquerque, NM 87125-0704**

**There will be a MANDATORY pre-proposal conference and/or walk-through on February 28, 2018, at 10:00 AM at Montessori of the Rio Grande Charter School, 1650 Gabaldon Dr NW, Albuquerque, NM 87104. All general contractors are required to attend. All subcontractors and prospective offerors are encouraged to attend. This meeting will allow discussion of the proposed project. Please be prepared to address any requested clarification or interpretation of the proposed contract documents.**



Expect Great Things!

Rennette Apodaca  
Executive Director of Procurement

This notification 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.

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.