



County of Bernalillo
State of New Mexico
Procurement & Business Services

One Civic Plaza NW, 10th Floor, Suite 10010

Albuquerque, New Mexico 87102

Office: (505) 468-7013 Fax: (505) 468-7083

www.bernco.gov

DATE: July 7, 2020
TO: All Prospective Bidders
FROM: Emily Maestas, Purchasing Administrator
RE: Request for Bid (RFB) 0001-21-EM
RE-BID - Shelter Food for Animal Care & Resource Center

The Bernalillo County Purchasing Section of the Procurement and Business Services Department on behalf of the Bernalillo Animal Care & Resource is currently soliciting sealed bids for Shelter Food.

Pertinent RFB documents can be downloaded through the purchasing website, <http://www.bernco.gov/general-services/procurement-and-business-services.aspx> at no cost; firms must be registered to download the document. If not registered, interested parties may register at <http://www.bernco.gov/finance/vendor-registration.aspx>. Vendors are also welcome to contact Emily McKenzie at (505) 468-7330, or by e-mail emckenzie@bernco.gov to request a hard copy document at a cost of 50 cents per page.

A non-mandatory pre-bid conference will be held on **Tuesday, July 14, 2020 (local time) at 9:00 a.m. by Skype only. To participate, join the meeting by phone, (Dial-in Number): 1-505-225-7962; Conference ID: 847241047.**

Due to COVID-19 restrictions enacted by Governor Michelle Lujan Grisham on March 23, 2020, Bernalillo County has now closed a majority of its facilities to the public until further notice. As a result the Purchasing Section will only be accepting responses to any formal solicitations via an electronic drop box.

Sealed bids will be received until **2:00 p.m. (local time) on July 21, 2020, via an electronic drop box.** Upload your bid to the following Website: <http://bcapp.bernco.gov/VendorDocumentUploader>. Bidders must log in using its login and password that was used to download the RFB documents. Please note: the system does not allow a Bidder to upload a response if all documents associated with the solicitation have not been downloaded through Vendor Registration System. Bid submittal must clearly indicate RFB #0001-21-EM, RE-BID - Shelter Food for Animal Care and Resource Center. **Bid opening will follow by Skype only. To participate join the meeting by phone; (Dial-in Number): 1-505-225-7962; Conference ID: 696437102.**

It is the responsibility of the Bidder to ensure that bids are received in the drop box prior to the deadline; the upload will include a date and time stamp. Bids received in the drop box with a time stamp after the 2:00 p.m. deadline will be rejected.

xc: RFB File #0001-21-EM