



County of Bernalillo
State of New Mexico
Procurement & Business Services

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DATE: October 6, 2020
TO: All Prospective Bidders
FROM: Emily Maestas, Purchasing Administrator
RE: Request for Bid (RFB) 0013-21-EM
Patrol Mountain Bikes, Hitch Bike Racks, Helmets and Preventive Maintenance

The Bernalillo County Purchasing Section of the Procurement and Business Services Department on behalf of the Bernalillo County Sheriff's Department is currently soliciting sealed bids for Patrol Mountain Bikes, Hitch Bike Racks, Helmets and Preventive Maintenance.

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 **Monday, October 12, 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: 302425095.**

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 October 16, 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 #0013-21-EM, Patrol Mountain Bikes, Hitch Bike Racks, Helmets and Preventive Maintenance. **Bid opening will follow by Skype only. To participate join the meeting by phone; (Dial-in Number): 1-505-225-7962; Conference ID: 987709967.**

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 #0013-21-EM