



REQUEST FOR BID
RFB 2008-001

ADDENDUM NO. 2

To: Prospective Bidders

From: John N. Tortelli
Cooperative Educational Services

Date: October 2, 2007

CES has received the following questions regarding RFB 2008-001A, 2008-001B, 2008-001C, 2008-001D, 2008-001E, and 2008-001F by e-mail. Please accept the following as responses to the questions submitted.

Submitted by: Sue
Farmington Construction
1030 Walnut Drive
Farmington, NM 87401

Due to the volume of forms can we consolidate forms for RFB 2008 -001A, 001B, 001C, 001D, 001E, & 001F?

The following forms are identical – could we note each RFB on the bottom to combine the sections we are bidding?

1. Bidders Declaration Form
2. Form B – Offer and Acceptance of Offer and Contract Award
3. Form E - Acceptance of Terms and Conditions
4. Form G – Offeror’s support for CES Prices
5. Form H – Questionnaire for Offeror
6. Form I – Manufacturer’s Representative Form
7. Form F – Support and Maintenance Plans
8. Form L – Submission Check-off Form

Background:

RFB 2008-001A, Section 1: BID SUBMISSION, Item 3: Contents of the Bid on pages 8 to 9.

3. Contents of the Bid

In order to insure that every bid receives a fair evaluation, it is required that each vendor organize its bid in the following manner:

Step One: Obtain a three-ring binder and a set of 10 index dividers.

Step Two: Prepare the Table of Contents with the tabs in this order:

- Tab 1: The Offer
 - Bidders Declaration Form (page 164) **Form A**
 - \$25,000 Special Security Bid Bond (page 40)
 - Signed Acceptance of Offer (page 165) **Form B**
 - The RFB Affidavit page, notarized signature required (page 166) **Form C**
 - Any Addendums if issued.
- Tab 2: Introduction
 - Executive Summary (a one page description of what you are proposing on this contract)
- Tab 3: General Terms and Conditions
 - Terms and Conditions (copy of each page in order)
 - Acceptance of all General Terms and Conditions (first line must be signed (page 169) **Form E**
 - Listing of any exceptions to General Terms and Conditions
- Tab 4: Offeror Qualifications
 - Answers to questions on (**Form J**)
 - Sub-Contractors List
 - Copies of Contractor's NMCID Licenses
 - Confirmation of NMDOL Registration
 - Copy of New Mexico Preference Certificate
 - Documentation from offeror's security company
 - Certificate of Insurance (page 19)
- Tab 5: Category
 - Categorical Terms and Conditions for GB98 General Construction Services (pages ?? - ??)
 - Acceptance of Categorical Terms and Conditions (page 169) **Form E**
 - Listing of any exceptions to the Categorical Terms and Conditions
 - Categorical Required Responses and documentation

- Tab 6: Cost Quotation
 - Price information, price sheets from RFB (page 167) **Form D**
 - Additional pricing information.
- Tab 7: Required Forms
 - Offeror's Support for CES Prices (page 171) **Form G.**
 - Questionnaire for Offeror (page 172) **Form H**
 - Support and Maintenance Plans (page 170) **Form F**
 - Manufacturer's documents indicating authorized representative, distributor, dealer and/or installer form (page 174) **Form I**
- Tab 8: Additional Information
 - Additional information that you wish to include
- Tab 9: Offeror's Checklist
 - Make certain everything is included, and then sign form (page 181) **Form L**
- Tab 10: Literature, slicks, samples and supporting printed material

Step Three: **Go to the last page of this RFB and prepare the Submission Check-off Form. Sign it and place it after Tab 9. Send your bid to CES so that it arrives on or before Friday, October 5, 2007, at 1:30 p.m. local time.**

Bids must be submitted in a sealed envelope/package with the bid number, date and time of bid opening clearly marked on the outside.

CES Response:

Since each of the RFB's requires a separate response in a separate sealed envelope, we require a separate set of forms for each bid.