

# County of Bernalillo

## State of New Mexico

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### Purchasing Department

ONE CIVIC PLAZA, N.W.  
ALBUQUERQUE, NM 87102  
(505) 768-4013  
FAX (505) 768-4067

**July 18, 2008**

**TO: All Prospective Bidders**  
**FROM: Colin Spencer, Senior Buyer**  
**Bernalillo County Purchasing Department**  
**RE: REQUEST FOR PROPOSAL: #01-09-CS**  
**Lease of Hiland Theatre (4804 Central Ave.)**

Bernalillo County Purchasing on behalf of the counties Community Services Division is seeking proposals from non-profit 501(c)3 organizations for the lease of a facility located at 4804 Central Ave. SE, Albuquerque, New Mexico. The purpose of the lease will be to provide a program where Bernalillo County public school students can participate in after-school, weekend and summer educational and instructional programs using dance, movement and the performing arts to educate students about health, exercise and nutrition.

For registered vendors, pertinent RFP documents, including the specifications and the proposed contract documents pertaining to this project can be downloaded through the purchasing website at no cost. All organizations must be registered with the County in order to receive a complete copy of the RFP and submit a proposal. For firms not registered, interested parties are welcome to register through the County's purchasing website, [www.bernco.gov](http://www.bernco.gov) and pay the required fee of \$50.00 plus a convenience fee of \$1.49 to process payment by credit card or \$1.25 per e-check. Vendors are also welcome to contact Colin Spencer, at (505) 468-7388, or by e-mail [cspencer@bernco.gov](mailto:cspencer@bernco.gov) to request a hard copy of document at a cost of 50 cents per page.

Sealed submittals for the referenced proposal must be addressed and delivered, no later than **4:00 PM (local time), July 29, 2008**, to the Purchasing Department, One Civic Plaza, 10<sup>th</sup> Floor, Room 10010, Albuquerque, NM 87102. The Purchasing Department will date and time stamp the sealed envelope upon receipt.

Questions regarding the proposal submission process, instructions to offerors or terms and conditions, shall be directed to the Senior Buyer, Colin Spencer via e-mail to [cspencer@bernco.gov](mailto:cspencer@bernco.gov).

cc: RFP# 01-09-CS, File Copy