Purchasing Services Office
801 Leroy Place
Socorro, NM 87801
(575) 835-6168

Letter of Addendum

TO: All Offerors

FROM: Meradeth Montoya, Associate Director

DATE: 11/19/2026

RE: RFP Number: RFP #27110012 - Amendment #1

Commodity: Zeta Potential Measurement System for Hollow Fiber Membranes

Q1. (Page 14): Please confirm whether any addenda have been issued to date, and that all addenda, including any change to the Section 1.14 schedule, will be posted on the RFP page of the Purchasing website. If no addenda are issued, should proposers write "None" on the addendum acknowledgment lines of the Offer Form?

A1. This is the first addenda issued for this RFP and there is no change currently to the schedule. However, proposers are given the opportunity to update addenda acknowledgement that might have been overlooked as long as the mailed proposal packet includes a signed Offer Form.

Q2. (Pages 14 and 19–22): Page 14 states that all forms must be completed, signed and included in the offer. Please confirm that the Professional Services Agreement on Pages 19–22 is provided for reference, will be completed after award, and does not need to be completed or signed with the offer. Kindly also clarify what professional services this template is appropriate for.

A2. The Professional Services Agreement is provided for reference only and does not need to be included in the offer. Professional Services encompass specialized, judgment-driven expertise. The award for this RFP will not require a Professional Services Agreement.

Q3. Will the award be made by purchase order or by the Professional Services Agreement?

A3. The award will be made by a Purchase Order (PO)

Q4. (Pages 23-24): Is this purchase federally funded? Are the federal certifications on Pages 23–24 required with the offer or after award?

A4. We will use state funds for the equipment. The federal certification is not required.

Q5. (Section 1.13, Page 4) asks for a tab for each "alpha designation, " but none are listed. Should proposals be tabbed by the Section 4.1.1 evaluation criteria, in this order: Technical Approach and System Description; Installation, Training, Technical Support, and Implementation Schedule; Cost?

Where should the required forms and the "TERMS AND CONDITIONS" section (Section 5.9.1) be placed?

Sealed price portion – Section 4.2, Page 6, states that the price portion remains sealed until technical scoring is complete.

Should the cost proposal be submitted in a separate sealed envelope inside the package?

Should the thumb drive hold the technical and cost volumes as separate files, or should the cost volume be on its own thumb drive?

A5. Yes, please organize the Technical Proposal tabs to align with the evaluation criteria. Please include a tab for the required forms, and for the terms and conditions.

The Cost Proposal should be submitted as a separate, sealed document within the package.

Please provide separate files for the Technical Proposal and the Cost Proposal on the thumb drive.

ALL OFFERORS ARE REQUIRED TO CONFIRM RECEIPT OF THIS AMENDMENT IN THEIR RESPONSE. ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.