



City of Carlsbad Bidding Process and Instructions to Bidder's

The City of Carlsbad when required to do so, by state and local statute, will accept formal Bid's and Proposal's on certain project's and purchases of material goods and services estimated to be in excess of \$20,000.

The bidding process is open to any and all qualified bidder's interested in submitting a competitive bid or proposal to the City.

Although the City maintains a Bidder's List, it is not required that a company be registered with the City in order to submit a bid. However, registering with the City as a potential bidder let's the City know of your expressed interest in doing business with the City and provides the City with the necessary information to be able to notify your firm/company when Bid's/RFP's (Request for Proposals) are being conducted in the area of your expertise.

This notification process is simply offered to bidders as a courtesy and is not a legal requirement. It is ultimately the bidder's responsibility to seek out bidding opportunities when available, via local newspaper, internet and construction industry plan rooms or the City of Carlsbad website Purchasing Page.

Therefore, we encourage any and all interested parties to download or print our Bidder's Application Form and return it to the Purchasing Department, so that we can add your company to our Bidder's List for future Bid's/RFP's.

If you have any questions, please feel free to contact me at 575-234-7905 or email me at msfletcher@cityofcarlsbadnm.com.

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