



**ALAMOGORDO PUBLIC SCHOOLS
REQUEST FOR PROPOSAL**

#006-2023

**SECURITY/BURGLAR ALARM SYSTEM MONITORING AND
MAINTENANCE**

COMMODITY CODES: 68032, 72554, 99005, 99039, 99050, 93609, 93673

RFP ISSUE DATE	04/06/2023
PRE-PROPOSAL MEETING – SITE VISIT	04/12/2023 @ 9:00 AM 1211 Hawaii Ave, Alamogordo, NM
DEADLINE FOR WRITTEN QUESTIONS	04/17/2023 @ 5:00 PM
APS RESPONSE TO WRITTEN QUESTIONS	04/20/2023 @ 5:00 PM
RFP DUE DATE AND TIME	05/04/2023 @ 3:00 PM
EVALUATION OF PROPOSALS	05/05/2023
INTERVIEW OF SHORTLIST IF NECESSARY	05/11/2023
DATE OF AWARD	05/17/2023
PROTEST DEADLINE	05/31/2023

**PROPOSALS MUST BE RECEIVED BY THE DUE DATE AND TIME IN ORDER TO BE
CONSIDERED RESPONSIVE TO THIS SOLICITATION. NO PROPOSALS WILL BE
RECEIVED AND OR CONSIDERED AFTER THE DUE DATE AND TIME.**

District Contact Information

Name/Title	Marie Bouma, Chief Procurement Officer
Phone Number	575-812-6044
E-Mail	marie.bouma@alamogordoschools.org

*Any inquiries or requests regarding this procurement should be submitted, in writing, to the Chief Procurement Officer. Proposers may contact **ONLY** the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do **not** have the authority to respond on behalf of APS. Communications directed to parties other than the Chief Procurement Officer will have no legal bearing on this RFP or the resulting contract(s). All responses from Alamogordo Public Schools will be provided in writing to all Proposers by addendum.*

Proposers are encouraged to submit proposals electronically via Alamogordo Public Schools vendor registry portal at the link below. APS Vendor Registry Portal

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GENERAL INSTRUCTIONS

1. **RFP Documentation:** Proposers are expected to be familiar with all documents contained in this RFP to ensure Proposers proposals are in compliance with all provisions contained in this Request for Proposal. Proposers must notify Alamogordo Public Schools of any inconsistency or error in review of the RFP Documents.
2. **Scope of Work:** The District may add to or delete from the Scope of Work set forth in this RFP.
3. **Written Questions:** Proposers may submit written questions to offer clarity to the terms of the RFP. All questions must be submitted to the Chief Procurement Officer listed no later than the date listed in this RFP. The District will respond by addendum to the submitted written questions.
4. **Submission:** The Submission of a proposal constitutes that the Proposer has made all appropriate examinations, investigations and analysis and has made provision as to the cost in submitted proposal. By responding to this RFP Proposer acknowledges and agrees to the terms and conditions set forth in this RFP and by addendum. The RFP Proposer will abide by the New Mexico Procurement Code, §13-1-28 through §13-1-199 NMSA, and acknowledges that the Code imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
5. **Incurring Cost:** The Proposer shall bear the full burden of any cost associated with the preparation, transmittal, and/or presentation of any material, equipment, system submitted in response to this RFP.
6. **Proposal Firm:** Responses to this RFP including price proposals shall be considered firm for One Hundred Twenty (120) days after the response due date.
7. **Forms and Addendums:** The Proposer shall be responsible for ensuring that they are in possession of the most recent copy of this RFP including any/all addendums that have been issued. No addendum will be issued later than five calendar days prior to the due date of receipt of proposals. The only addendum that may be issued within Five (5) calendar days of the receipt of Proposals is one which withdraws the RFP or one that extends the proposal receipt due date and time. It is the responsibility of the Proposer to acknowledge all addendums in their proposal.
8. **Correction and Withdrawal of Proposal:** Corrections are to be initialed in ink by the individual authorized to sign the proposal on behalf of the Proposer. Proposers are permitted to withdraw their proposal any time prior to the deadline of receipt of proposals by submitting a written withdrawal request to the Chief Procurement Officer.
9. **District Discretion:** The Alamogordo Public School District reserves its right in its sole discretion to “waive technical irregularities in the form of the bid or proposal of the low bidder or Proposer which do not alter the price, quality or quantity of the services, construction or items of tangible personal property bid or offered” pursuant to NMSA 1978, §13-1-132

10. **Responsive Proposer:** The Chief Procurement Officer may make investigations to determine if the Proposer's proposal meets the requirement of a responsive offer as set forth in §13-1-85 the district may reject a proposal if it does not meet the requirements set forth in §13-1-85
11. **Interviews:** Interviews may be conducted with Proposers who submit proposals determined to be potentially acceptable of being selected for award, however proposals may be accepted without such interviews.
12. **Award:** Alamogordo Public Schools reserves the right to award all, part, or none of the scope of work detailed in this RFP. This Request for Proposals in no way obligates Alamogordo Public Schools into entering business with any potential Proposer without a fully executed contract or purchase order.
13. **Preferences:** Preferences for New Mexico In-State Resident Business, Resident Veteran Business, Native American Resident and Native American Resident Veteran may be awarded in compliance with NMSA 1978 §13-1-21. Proposers will be required to provide in their proposal a current copy of their certificate issued by the New Mexico State Taxation and Revenue to receive preference scoring. In the event that a Proposers proposal is a joint venture the Proposer must state what percentage of the work will be performed by the Resident Business and/or Resident Veteran Business or Native American Resident and/or Native American Resident Veteran. Pursuant to NMSA 1978 § 13-1-21 H. A Proposer cannot be awarded a Residential Preference, a Resident Veteran Preference, a Native American Resident Preference and a Native American Veteran Resident preference. Pursuant to NMSA 1978 §13-1-21 J. New Mexico Preference shall not apply when the expenditures for this RFP include federal funds for specific purchases.
14. **RFP Cancellation or rejection:** This Request for Proposals may be canceled and or proposals be rejected in whole or in part when deemed in the best interest of the Alamogordo Public Schools pursuant to NMSA 1978 §13-1-131.
15. **Multi-Award:** The Alamogordo Public Schools District reserves the right to multi-award contracts when necessary for adequate delivery of services pursuant to NMSA, §13-1-153.
16. **Board of Education Approval:** Award of resulting contract from this RFP is not considered final until approved and signed by the Alamogordo Public Schools Board of Education President or Member and the Contractor.

DEFINITIONS OF TERMINOLOGY

Award of Contract: shall mean a formal written notice by the Alamogordo Public Schools that a firm has been selected to enter into a contract for services. Any Notice of Award that has not resulted in a written signed bilateral Agreement between the successful Proposer and the Alamogordo Public School District, within 1 month of written notice of award, shall result in the termination of negotiations and not be considered an award.

Contract: means a signed bilateral agreement between the APS District and a successful Proposer/contractor for the work covered by this RFP.

Contractor: means successful Proposer awarded the contract.

Determination: means the written documentation of a decision of the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

District: for purposes of this RFP, means the Alamogordo Public Schools Governing Board and is synonymous with the terms and acronym "Owner" and "APS".

Entity: means the Owner, Alamogordo Public Schools (APS).

Proposer: is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

Owner: is Alamogordo Public Schools District.

Proposal: is the Proposer's response to this RFP.

Request for Proposals: or "RFP" means all documents, attached or incorporated by reference, used for soliciting proposals.

Resident Business, Resident Contractor, Veteran Business, Veteran Contractor means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to NMSA 1978 § 13-1-21 and § 13-1-22.

Responsible Proposer: means a Proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

Responsive Offer or **Responsive Proposal** means an offer or proposal, which conforms to all material, respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

Selection Committee: means a body constituted in accordance with NMSA 1978 § 13-1-121 to perform the evaluation of Proposer proposal submittals.

The terms **“must,” “shall,” “will,” “is required,”** or **“are required”** identify a necessary item or factor. Failure to comply with such an item or factor may result in the rejection of the Proposer’s proposal.

The terms **“can,” “may,” “should,” “preferably,”** or **“prefers”** identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor may result in the rejection of the Proposer's proposal.

Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.

II. SCOPE OF WORK

The award of any contract from this Request for Proposal will be for a one-year term with the District's option to renew annually, not to exceed four years, including all extensions and renewals. These services will ensure the school district owned buildings are monitored for break-in and unauthorized entry, the immediate response and reporting of any such unauthorized entry or break-in, and the maintenance and repair of the installed security/burglar alarm systems. The Alamogordo Public School District is seeking building security/alarm system monitoring and maintenance as a professional service

- A. **Consultation** – Contractor shall provide security/burglar alarm consultation services relating to the systems installed throughout the buildings owned by the District.
- B. **Services** – Contractor agrees to perform any and all consultation, services, activities, tasks as called for by this Contract and approved Purchase Orders (the 'Work'.) Contractor shall provide maintenance and constant monitoring of all security/burglar alarm units owned by and located throughout the buildings owned by the District. Contractor is responsible for any and all equipment needed to perform such services.
- C. **Activities** – Contractor shall provide at least one full security/alarm system inspection per building annually. Contractor shall provide a written report to District of each annual inspection results per building as the building inspection is completed and not later than September 30, 2023. Each business day, Monday-Friday, the Contractor shall provide an emailed, written report to the District of any alarm activations reported through the security/burglar monitoring system as well as an emailed written open and close report documenting dates/times of the arming and disarming of all building security alarms.
- D. **Tasks** – Contractor shall provide notice to the District when system, equipment and component errors have been identified throughout the security/burglar alarm monitoring systems installed.

III. SPECIFICATIONS

- Contractor agrees to perform any and all consultations, services, activities, tasks as call for by this Contract and approved Purchase Orders (the 'Work').
- Contractor shall provide immediate notification to District of alarms to buildings for District Representative response or direction with next notification to local law enforcement.
- Contractor shall provide onsite and immediate response (no more than one hour) for maintenance calls by the district. Any and all equipment needed for such services is provided by the contractor.
- Contractor shall provide monthly maintenance and monitoring of all security/burglar alarm units owned by and located throughout the buildings owned by the District.
- Contractor shall provide at least one full security/alarm system inspection per building annually. Any and all equipment needed for such services is provided by the contractor.
- Contractor shall provide a written report to District of each annual inspection results per building as the building inspection is completed and not later than September 30, 2023.
- Contractor shall provide an emailed, report to District of any alarm activations reported through the security/burglar monitoring system. This report will be delivered each business day Monday through Friday.
- Contractor shall provide an emailed open and close report documenting the arming and disarming of all building security alarms. This report will be delivered each business day, Monday through Friday.
- Contractor shall provide security/burglar alarm consultation services relating to the systems installed throughout the buildings owned by the District.
- Contractor shall provide notice to District when system, equipment and component errors have been identified throughout the security/burglar alarm monitoring systems installed.

Alamogordo Public Schools Buildings for Security Alarms and Monitoring

Administrative Campus

1211 Hawaii

Building A Admin Offices, Building E Pre-K, Building F Stepping Stones, Building G Graphics,
Health Services Portable

Health Services Department

802 12th Street
Building B (2 story)

Special Education Department

1200 North Florida
Building C Gym, Building D Offices

District Maintenance/Transportation Complex

2624 N. Florida
Central Receiving Warehouse, Physical Plant, Mechanic Shop, Transportation Office

Alamogordo Public School Campus Sites

Alamogordo High School

103 Cuba Ave.
School Building, Athletics/VOTEC, Career Tech, Press Box
Grounds Building 5th street behind Tiger Stadium

Chaparral Middle School

1401 College Ave.
School Building, Gym/Cafeteria, 6th Grade wing, Elective Building, Portable

Mountain View Middle School

500 S. Washington

Desert Star Elementary School

400 S. Washington

Yucca Elementary School

310 Dale Scott Ave.

Sunset Hills Elementary School

2410 E. 10th St.

Sierra Elementary School

2211 Puerto Rico

North Elementary School

1300 N. Florida
North Elementary Library

Buena Vista Elementary School

2600 19th St.

La Luz Elementary School

99 Alamo St. La Luz NM

Holloman Elementary School

750 Arnold, HAFB, NM

IV. INSURANCE REQUIREMENTS

Liability insurance shall be on a comprehensive basis and shall include the following divisions of coverage:

Comprehensive General Liability -Premises and Operations including Broad form property damage and Contractual liability	\$2,000,000 each occurrence
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Professional Liability/Errors and Omission	\$2,000,000 Combined single limit each occurrence
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Other required coverage's:

Workers Compensation	Statutory-New Mexico (All employees and subcontractors as applicable)
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Automobile Liability Insurance for Contractors Providing Vehicles	\$500,000 Combined single limit each occurrence
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OR

Automobile Liability Insurance for Sole Contractors/Subcontractors Using Personal Vehicles	\$100,000 each person \$300,000 limit each occurrence
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PROPOSER WILL BE RESPONSIBLE FOR ALL REQUIRED INSURANCE COVERAGE AS PER THE APS STANDARD CONTRACT FOR PROFESSIONAL SERVICES (APPENDIX A) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.

Coverage shall be with an insurer authorized by the State of New Mexico and shall carry a Best's rating of not less than "A" in the A.M. Best's Key Rating Guide. The Alamogordo Public Schools, its board of education, and employees must be named as Additional Insureds with respect to all of the coverages. Evidence of insurance policies and forms adequate to confirm the currency and adequacy of coverage shall be provided to the District prior to the onset of service and the contract shall be conditioned upon the approval of same by the District.

NOTE: Proposers must provide certificates of current insurance coverage.

V. PROPOSAL FORMAT

The Proposer's proposal should follow this format:

COVER LETTER

Company/Team Information

1. Brief history of the Company.
2. Type of ownership.
3. Statements as to size of professional staff.
4. School volume for preceding five years and percent of total business.
5. Name of partner in charge, project manager and other key team players.
6. Signature and contact information for the main point of contact the district should use for this RFP

TECHNICAL PROPOSAL MUST INCLUDE THE FOLLOWING:

- A. The technical proposal must be sealed and marked on the outside as follows: **RFP 006-2023 Security-Burglar Alarm System**
- B. Table of Contents
- C. Letter of Introduction and Expression of Interest
- D. Related Experience and Qualifications, Including Experience, Licensing and Credentials of Team
 - a. List and describe previous experience with the Alamogordo Public Schools.
 - b. List and describe experience with other New Mexico government, private and public entities apart from educational settings if any.
 - c. Address the items listed in the scope of work and specifications
- E. References: Provide three references or contact information for clients with relevant contractual relationship to the entity
- F. Campaign Contribution Disclosure Form completed and signed (Appendix A)
- G. Prospective Contractor Conflict of Interest Certification Form completed and signed (Appendix B)
- H. Debarment/Suspension Certification Form completed and signed (Appendix C)
- I. An electronic copy of the proposal on a flash drive (Note: Item I is only required if the Proposers proposal is being delivered in physical format. If Proposer uploads a proposal to Vendor Registry an electronic copy on a flash drive is not necessary.)

The Proposer can upload their submission to Vendor Registry via the link below

APS Open Solicitations

OR

The Proposer is required to submit **ONE (1)** original and **Five (5)** copies of proposal and the required supporting documentation **if the Proposer's proposal is being mailed or delivered to APS District offices.**

The Proposer is required to submit an *electronic copy* of the proposal on a *flash drive* **if the Proposer's proposal is being mailed or delivered to APS District offices.**

If the Proposer considers any part of its proposal material to be proprietary technical or business information, such material shall be prominently and clearly mark as "PROPRIETARY" or "TRADE SECRET.

VI. EVALUATION CRITERIA (maximum points available – 100 pts)

Criteria	Points
Previous Experience in Similar Program; Professional credential of Firm and Individual Personnel	10
Capacity and Capability of firm to perform work within the specified time limitation; this includes all specialized services	20
Total accreditation in all necessary areas of supervisory people involved in this project	10
Daily Reporting of alarm activations; open and close (Monday-Friday)	15
Maintenance schedule	10
Monitoring Plan	15
On-Call After Hours Availability	15
Satisfactory Previous Experience	5

PRICE PROPOSAL (maximum points available – 50pts)

NM Resident Preference if applicable	50 possible points*
OR	
NM Resident Veteran preference if applicable	50 possible points*
OR	
Native American preference if applicable	50 possible points*

TOTAL POSSIBLE POINTS: 200

- A. The Price Proposal must be submitted separate from the technical proposal. It must be marked the same as the technical proposal and include the wording “PRICE PROPOSAL”
- B. Cover page with the name, address, and phone number of the Proposer

NOTE: It is the Proposer’s responsibility to provide full information in order to evaluate the criteria above

CONCLUSION

Only the District is authorized to release information about projects covered by this RFP. The Proposer must refer to the District any requests to release or inspect any information that pertains to the work or activities covered by any action or award related to this RFP.

The District reserves the right to make multiple awards pursuant to NMSA, §13-1-153

For questions regarding this Request for Proposals:

Marie Bouma, Chief Procurement Officer
1211 Hawaii Ave
Alamogordo, NM 88310
(575) 812-6044

Any inquiries or requests regarding this procurement should be submitted, *in writing*, to the Chief Procurement Officer. Proposers may contact ONLY the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS.