

**Artesia Public Schools
Security Patrol Services
2020-2023**

May 21, 2020

Request for Proposal

Notice is hereby given that the Artesia Board of Education is seeking competitive sealed proposals for Security Patrol Services. Proposal documents may be obtained by contacting James T. Phipps at tphipps@bulldogs.org or by visiting the school districts website www.bulldogs.org . Proposals will be received by the Artesia Public Schools at the Administration Office, 301 Bulldog Boulevard, Artesia, New Mexico on or before Wednesday, June 3, 2020 at 3:00 PM local time. Proposals received after 3:00 PM will be marked "nonresponsive" and returned to the Offeror unopened.

Proposals should be sealed in an opaque envelope and marked: **Security Patrol Services Proposal 2020-2023**.

Instructions to Offerors

Offer shall provide answers/documentation/information for all evaluation criteria within the solicitation documents. Failure to provide the required information may cause the offeror's proposal to be considered non-responsive.

Offerors shall provide (1) one original and five (5) copies of their technical proposal and (1) one original price proposal. The price proposal should be submitted with the technical proposals but in a separate sealed envelope. This is important because the price proposal will not be opened until after all criteria within the technical proposals have been evaluated by the evaluation committee.

Proposal should contain a maximum of **50 pages**, including title, index, etc. not including front and back covers.

It is the responsibility of each Offeror before submitting a proposal to examine thoroughly the specifications and other related data identified in the solicitation documents; to visit the sites to become familiar with the general, local and site conditions of the buildings and all systems, elements and equipment that may affect cost, progress and performance of this services contract; to consider federal, state and local laws and regulations that may affect cost, progress, and performance or furnishing of the services; to study and carefully correlate Offeror's knowledge and observations with the solicitation documents and such other related data; and to promptly notify owner in writing of all conflicts, errors, ambiguities or discrepancies which Offeror has discovered in or between the solicitation documents and such other related documents.

Interpretations or clarifications considered necessary by the owner in response to written questions will be issued by addenda and e-mailed to all parties recorded by the owner and offeror as having received the solicitation documents. Questions received after Friday, May 29 at 3:00 p.m. may not be answered.

General Terms and Conditions

The successful offeror will be required to furnish a Certificate of Liability Insurance naming the Artesia Public Schools as a Certificate Holder, and a copy of the bidder's W-9.

The Artesia Public Schools reserves the right to reject any or all proposals, including without limitation, the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional proposals and to reject the proposal of any offeror if owner believes that would not be in the best interest of the Artesia Public Schools to make an award to offeror, whether because the offer is not responsible or the offeror is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the owner.

The New Mexico Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

Specifications

"Security Patrol Services" is for all facilities within the Artesia Public School District. The facilities included are:

Grand Heights Early Childhood Center	2302 W. Grand
Central Elementary School	405 S. 6th St.
Hermosa Elementary School	601 Hermosa Drive
Roselawn Elementary School	600 N. Roselawn
Yeso Elementary School	1806 W. Centre Ave.
Yucca Elementary School	901 N. 13 th St.
Artesia Intermediate School	1100 W. Bullock
Artesia Junior High School	1508 W. Cannon
Artesia High School	From 10 th St. to Bulldog Bowl (Large Campus)
Brainard Park	1102 N. 13 th St.
Mack Chase Complex	Located between 10 th & 13 th & Gilcrest & Richey
Maintenance Warehouse / Vehicle Fleet Yard	906 W. Quay and 1213 W. Richey (New Warehouse)
Administration Buildings	301 Bulldog Boulevard and 1106 W. Quay

Patrol services are for 7 days a week at 8 hours per day. All locations listed above must be patrolled at 30-40 minute intervals beginning at 9:00 P.M. each night until 5:00 A.M. each morning. All doors at every facility must be checked by 11:00 PM. The locks on the gates at Brainard Park, Mack Chase Complex, Morris Field, and Bulldog Bowl must be checked by 11:30 PM. In the event a door cannot be secured by the patrolman, he or she must contact the principal of the school. In the event a lock on a gate cannot be secured the patrolman should contact Cooper Henderson who is the Athletic Director. Patrolmen must report any and all broken windows, vandalism, graffiti, and any other situation that appears out of the ordinary. Upon observing such situations, the patrolman shall immediately notify the building principal,

or Scott Simer who is the Director of Maintenance. Notification of graffiti, unless it is severe, can wait until 6:00 AM. Patrolmen should alter his/her routines regularly.

Patrolmen are to wear a uniform that identifies himself or herself as a security officer and should be neatly dressed. Patrolmen must utilize a vehicle which is owned and operated by the security patrol company. The patrol vehicles must be properly equipped with patrol equipment and clearly marked as a security patrol vehicles.

A daily field report must be e-mailed to Thad Phipps at tphipps@bulldogs.org by 8:00 a.m. each day. The field report must include; 1) date of the report 2) Name(s) of patrolmen on duty 3) a list of doors found unsecured 4) other situations which are out of the ordinary and 5) name(s) of APS personnel who were contacted.

Evaluation Criteria

Proposals will be evaluated in accordance with the following criteria:

A. Background of Contractor: (10 POINTS)

Contractor must be an established professional organization who is licensed to do business in New Mexico. List applicable New Mexico license numbers. Provide a complete history of the company.

B. Past Record of Performance: (20 POINTS)

List the names of agencies for whom you have provided services for in the past three years. The Artesia Public Schools is interested in evaluating information about the school districts you have worked for but will also consider other government agencies and businesses. Provide at least two letters of recommendation from separate agencies with whom you have performed work for. Failure to provide these letters will result in a loss of 15 points from this section.

C. Capacity and Capability: (30 POINTS)

Provided information about the contractor that demonstrates the ability to provide consistent and sufficient security patrol services. List the address of your southeast New Mexico office and an organizational chart of personnel who work there. List the number of vehicles and personnel that are currently working in southeast New Mexico and how adding the Artesia Public Schools as a client would modify those resources. List any other information that you believe makes you the best choice for security patrol services.

D. Price: (40 POINTS)

Complete the price proposal form that is provided within this solicitation.

Evaluation and Award Procedures

In evaluating proposals, owner will consider the qualifications of offerors, compliance with the prescribed proposal requirements, unit prices and other data, as may be requested in the solicitation documents.

Owner may conduct such investigations as owner deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of offerors to perform and furnish the services in accordance with representation by offeror that offeror has complied with every requirement of the solicitation documents, that without exception the proposal is premised upon performing and furnishing the services required by the contract documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown or indicated or expressly required by the contract documents, that offeror has given the owner written notice of all conflicts, errors, ambiguities and discrepancies that offeror has discovered in the contract documents and the written resolutions thereof by the owner is acceptable to offeror, and that the contract documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the services.

It is the intent of the owner to offer a contract to one contractor for the services described in these solicitation documents. The contractor shall be considered an independent contractor and may not be an employee of the Artesia Public Schools.

Preference will be given to Resident New Mexico and Veteran bidders who provide a copy of their certificate with their proposal packet and enter their certificate number on the proposal form. Preference will be given pursuant to 13-1-21 and 13-4-2 NMSA 1978.

Award will be made to the offer who earns the highest number of points.

Contractual Terms and Conditions

The contract will be for one year with the option to re-new for two additional years. An evaluation of services will be performed by the Artesia Public Schools in the month of April to determine if the contract should be extended.

**Artesia Public Schools
Security Patrol Services
Price Proposal Form
2020-2023**

Proposal Price (Excluding New Mexico Gross Receipts Tax) \$ _____

Business Name	Physical Address	Mailing Address (If Different)
----------------------	-------------------------	---------------------------------------

Business Phone	Agent’s Mobile
-----------------------	-----------------------

Business Fax	Agent’s E-mail
---------------------	-----------------------

New Mexico Contractor’s License Number

New Mexico Resident Preference Number	Veterans Preference Number
--	-----------------------------------

The undersigned offeror proposes and agrees, if this offer is accepted, to enter into a contract with the owner and furnish all work as specified or indicated in the solicitation documents for the proposed price listed on this price proposal form.

Signature of Contractor’s Agent	Title	Date
--	--------------	-------------