



**RIO RANCHO PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT**

May 25, 2018

ADDENDA #1

RFP No. 2018-019-SEC

Project: School Security Vehicle Patrol Services

RFP Submittal Deadline: June 05, 2018 @ 2:00 p.m. local time
 Rio Rancho Public Schools
 Purchasing Department
 Attn: Michael Madrid, CPPB, CPO
 Purchasing Agent
 500 Laser Road NE
 Rio Rancho, NM 87124

The schedule for this procurement has changed; please review the dates and times referenced below. This sequence of events schedule shall replace the sequence of events section as referenced on Page #4 of the RFP.

SEQUENCE OF EVENTS

1.	Non-Mandatory Pre-Proposal at Rio Rancho Public Schools – District Office, 510 Laser Rd NE, Rio Rancho, NM 87124	May 24, 2018 @ 10:00 a.m.
2.	Deadline To Submit Additional Questions	May 29, 2018 @ 2:00 p.m.
3.	Response to Written Questions/RFP Amendments/Addendum will be posted on the Procurement Website http://rrps.net (If Required)	May 30, 2018
4.	Submission of Proposal	June 05, 2018 @ 2:00 pm

Question#1

Is the RFP for only 2 security patrols per night? If so how many hours, and days per week would you be needing?

Answer to Question #1

Only one security per night (weekdays only), during the weekend the schedule will be 24 hours times two days.

Question#2

Is there someone currently providing this service to Rio Rancho public schools? If so do you have any historical data showing how many hours per month approximately they bill the school district?

Answer to Question #2

Yes, we have a current service provider. Hours of work can be calculated as follows:

8 hours per day x 7 days per week x number of days per month (28-31)

Question #3

Is this RFP calling for an armed or unarmed security officer?

Answer to Question #3

The security officer is unarmed.

Question #4

Under section V.-Evaluation in the RFP, it indicated (in the table) that pricing should be provided however it does not indicate where the pricing should be included. Should it be added into section 4 or should it be included in one of the other sections?

Answer to Question #4

Pricing should be provided as an attachment and should include an hourly rate for the Officer and a weekly rate for vehicle usage.

Question #5

Under section V. Evaluation in the RFP, it indicated (in the table) under Attachments that a "Project Listing Form must be provided". This is the only place in the RFP that indicates this. What is this form?

Answer to Question #5

Offeror shall provide a listing of similar contracts they administer including references.

Question #6

What is the duration of this scope of work?

Answer to Question #6

The term for this procurement shall be one year plus an additional four one year extensions.

Question #7

How should the electronic version of the proposal be submitted? Email? CD? USB Thumb Drive?

Answer to Question #7

Electronic submittals can be provided using CD or USB thumb drive. E-mail is not an acceptable method.

Question #8

The submittal letter requirements reference including a valid resident certificate number and a copy of that certificate. Are you referring to a business license here? If not, what is a "resident certificate"

Answer to Question #8

A resident certificate or a resident veteran certificate is not a business license. Page 1 of the RFP Provides the following Definition:

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

Please note that any offeror is eligible to submit a response if they do not have a resident or veteran preference

Thank you for your interest in Rio Rancho Public Schools.

ACKNOWLEDGE ADDENDUM WITH RFP:

COMPANY/FIRM NAME

SIGNATURE

DATE