



**ADDENDUM/AMENDMENT NUMBER 1
(NOVEMBER 16, 2015)**

RIO RANCHO PUBLIC SCHOOLS

**RFP#2016-006-SEC
SECURITY EQUIPMENT AND INSTALLATION SERVICES**

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DUE DATE: Monday, November 30, 2015

TIME: 2:00 PM MST

**DELIVER TO: Rio Rancho Public Schools
Purchasing Room 120
500 Laser Road NE
Rio Rancho, New Mexico 87124**

The purpose of this amendment is to provide clarification on dates, an inventory list and add evaluation criteria. Please replace original page 2 with corrected page 2. Note, all other terms, conditions, specifications, requirements and criteria remain unchanged.

SECTION I: NOTICE TO RESPONDENTS (CORRECTED PAGE 2)

A. Intent: Rio Rancho Public Schools (RRPS) invites you to submit a proposal on a contract for furnishing all labor and materials for security systems equipment, cabling, maintenance and licensing fees at required school and administrative sites throughout the school district on monthly and/or on an as-needed basis. The proposal is to be itemized. The proposal may be for labor, materials, cabling or all three.

This RFP is for low-voltage cabling systems inclusive to data networking as it pertains to the security system, audio/visual and security systems. All cabling installations shall comply with National Electrical Codes, Telecommunications Industry Standards and RRPS District Standards and Specifications listed herein. Terms and conditions are as follows.

B. Exclusions: This RFP excludes any IT cabling installations for Communications or Data unless it directly pertains to the security equipment at hand required for the installation. It also excludes any Fire Alarm systems and local sub-system cabling. Cabling for these systems are procured under separate proposals with the IT Department. Sub-system cabling may include, but not limited to, local USB cables, parallel and serial cables, patch cables, firewire, SCSI and A/V cabling such as RCA, DVI, HDMI and VGA cables.

C. Timeline:

<u>Action</u>	<u>Date</u>	<u>Responsibility</u>
1. Issuance of RFP	11/08/15	Finance
2. Pre RFP Meeting at 10:00 am (non-mandatory)	11/17/15	Finance / Security
3. Questions / Clarifications at 12:00 noon	11/20/15	Potential Submitters
4. Final RFP Amendments Posted (if any)	11/24/15	Finance
5. Submission of Proposals at 2:00 p.m. MST	11/30/15	Potential Submitters
6. Evaluation of Proposals	12/01/15	District Evaluation
7. Present to RRPS Board of Education	12/07/15	Finance
8. Notice of Award Winner	12/08/15	Finance

D. Questions, Clarifications and Amendments: Questions and clarification requests are to be submitted via email only to the Chief Procurement Officer. The deadline is November 20, 2015, at noon. Any Amendments to the RFP will be posted by 4 p.m. on or before November 24, 2015.

Rio Rancho Public Schools District Security Camera Inventory								
School	System Used	Fixed Cameras	PTZ Camera	Camera Type	Age of System	Interior Cameras	Exterior Cameras	IP Addresses
DO	Ocularis	50	0	Digital	upgraded	19	6	10.96.76.10/ 10.80.76.35
CHS	Ocularis	106	24	Digital	6 years	106	24	10.64.76.141
RRHS	Ocularis	40	8	12 Digital/ 36 Analog	13 years	33	15	172.16.24.6
MVMS	Ocularis	10	4	Digital	same as school	9	5	10.104.40.17
MCE	Ocularis	21	0	10 Digital/ 5 Analog	upgraded	18	3	10.224.76.10
RRES	Ocularis	15	0	Digital	upgraded	3	12	10.152.76.10
Cyber	Ocularis	10	0	Digital	upgraded	Multi-plane 1	0	10.240.76.10
MLK	Ocularis	10	0	Digital	upgraded	2	8	10.168.76.10
ERMS	IP Configure	14	5	Analog	15 years	14	5	10.72.40.75
RRMS	IP Configure	42	7	18 Digital/33 Analog	15 years	24	19	172.16.56.17
LMS	IP Configure	16	1	Analog	15 years	8	9	172.16.88.17
Trans	Ever Focus WEB (DVR)	16	0	Analog	5 years	3	13	172.16.16.200
VGE	Wave Reader (DVR)	6	0	Analog	same as school	1	5	10.216.76.10
SVE	Wave Reader (DVR)	6	0	Analog	same as school	6	0	10.48.76.10
ESE	Wave Reader (DVR)	5	0	Analog	same as school	5	0	10.120.76.10
PDSE	Ocularis	8	0	Digital	new	1	7	10.136.76.10
CDN	Wave Reader (DVR)	6	0	Analog	same as school	1	5	10.200.76.10
EHE	Wave Reader (DVR)	4	0	Analog	same as school	0	4	10.184.76.10
SSPS	Wave Reader (DVR)	10	0	Analog	same as school	0	10	172.16.232.200
HIS	Wave Reader (DVR)	16	0	Analog	same as school	15	1	10.40.40.159
CAE	Wave Reader (DVR)	6	0	Analog	same as school	6	0	10.32.76.10

EVALUATION

A. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Chief Procurement Officer may contact the Offeror for clarification of the response.
3. The Evaluation Committee may use other sources of information to perform the evaluation.
4. Responsive proposals will be evaluated on the factors in this addendum, which have been assigned a point value. The responsible Offerors, with the highest scores, will be selected as finalist Offerors based upon the proposals submitted. Finalist Offerors, who are asked or choose to submit revised proposals containing their best and final offer, will have their points recalculated accordingly. The responsible Offerors whose proposals are most advantageous to RRPS, taking into consideration the evaluation factors in this addendum, will be recommended for contract award by the Rio Rancho Public School Board. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

B. EVALUATION CRITERIA AND POINT SUMMARY:

The following is a summary of evaluation factors with point value assigned to each. These weighted factors will be used in the evaluation of individual Offeror proposals.

1. **Standards Compliance** **0 POINTS – PASS/FAIL ONLY**

Note, proof of current active licensure and a statement of concurrence are required for the following:

- a. Must be a State of New Mexico licensed Contractor.
- b. Must have a minimum of five (5) years of Security Equipment experience.
- c. Capability and Agreement to Perform: Offeror must certify that they are capable and qualified to provide the products or services required by this RFP and agree to perform the Scope of Work as specified within this RFP.
- d. Insurance: Offeror must agree to provide proof of insurance as follows:
 - Comprehensive General Liability - \$2,000,000 per occurrence, \$2,000,000 General Aggregate

- Errors and Omissions Insurance covering Professional Staff- \$2,000,000 per occurrence, \$2,000,000 General Aggregate. "Occurrence" type, if available; if not "Claims Made" type with a minimum of a six (6) year "tail";

2. Capacity and Capability of the business, including any consultants, their representatives, qualifications and locations, to perform the work, including any specialized services, within the time limitations:

25 POSSIBLE POINTS

- A. Describe your company's operation and its capabilities as a potential contractor to RRPS. Specifically address management's commitment to such a contract.
- B. Describe your company's operation in working with similar entities.
- C. Detail the staff and establish the level of expertise.
- D. The district would like to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Offeror shall demonstrate that it currently has employed a sufficient number of trained and capable employees to properly, adequately, safely, and promptly provide the services described and desired within this solicitation.
- E. Provide Annual Reports or financial statements, certified by a licensed public accountant, for the past year. Confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- F. Technical Approach – Provide a description of the Offeror's approach to accomplish potential future projects. This description should be in such detail as necessary to demonstrate the firm's capabilities. An analysis demonstrating the Offeror's effort to create cost savings, cost deferrals, and/or lower life cycle costs for future projects is encouraged.
- G. Current Workload – Include a personnel loading capacity chart depicting the capacity of the firm vs. calendar months for 12 months for the firm's projects currently under contract that exceed an average monthly billing of \$5,000.
- H. Provide the proximity to or familiarity with the area in which the project is located.

3. Past Record of Performance with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules:

25 POSSIBLE POINTS

- A. Experience/Past Performance – The District would like information submitted that would document that the Offeror has provided these kinds of services in the past, can reasonably expect to reliably provide them in the future, and has demonstrated competence, creditability, and responsiveness in meeting the needs of school districts in New Mexico. Discuss past performance by the firm, with regard to past public schools security projects, or related work, for other agencies/clients of a similar nature. Emphasis on the quality of work, constructability, ability to keep and meet schedules, ability to stay within budget and percent of change orders is desirable.
- B. Provide *at least* three (3) current references and/or recommendations by other school districts, governmental agencies or clients on work of a directly related nature for which your company provide on-call, as needed, Security Equipment services. **Said References cannot be Rio Rancho Public School District.**

4. Familiarity with Rio Rancho Public Schools District facilities and proximity to and/or familiarity with the area in which the potential projects under this contract will be located:

20 POSSIBLE POINTS

- A. Describe your firm's proximity to and/or familiarity with RRPS facilities. Describe any important location and or site issues that could impact RRPS projects, positively or negatively. Describe how your firm typically involves user groups, senior management, community members, etc. in project planning, design and construction.

2. COST:

30 POSSIBLE POINTS

PRICING AND HOURLY RATE information shall be submitted as requested below. Note: unit rates stated below are to include all parts, labor, material, equipment, supplies, licensure, bonding, insurance, labor benefits, overhead, etc.