

Southeast New Mexico College  
**REQUEST FOR PROPOSAL (RFP)**  
RFP# 202304001

**Security Services**



RFP DUE TIME AND DATE: 2:00 pm MST 05/11/2023  
PROCUREMENT CONTACT: Rebecca Silva at 575-234-9213  
E-MAIL: [purchasing@senmc.edu](mailto:purchasing@senmc.edu)

LOCATION:  
Southeast New Mexico College  
Procurement Services  
Main Building, Room 108  
1500 University Dr.  
Carlsbad, NM 88220



## **OVERVIEW**

Southeast New Mexico College Procurement Services has issued this competitive sealed request for proposals for the purpose of obtaining responsive proposals from responsible parties to provide Security Services. As noted in the Evaluation Criteria, cost is only one component of the evaluation criteria for the award of this RFP.

## **RFP SCHEDULE**

SENMC



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to be in the best interest of SENMC. Such extensions will be by addendum, which may be issued before the submission due date.

10. Definition: This section contains definitions which apply to this RFP and any Proposal submitted in response, except as may be otherwise noted in the Proposal:

property or services.

Respondent.

discretionary item or factor.

minimum requirements. The specifications submitted herein are all available to SENMC at the time of this mailing. Minor deviations to the listed specifications may be considered.

12. This request for proposal may be canceled or proposals may be rejected in whole or in part when it is in the best interest of SENMC.
13. SENMC reserves the right, in its sole discretion, to waive minor informalities in offers submitted provided that such informalities have no effect on price, quality, quantity, fitness, delivery or any matter to be evaluated in making a selection and confer no material advantage on the Respondent whose non-conformity is waived.
14. Any sole response received may be rejected by SENMC depending on available competition and timely needs of SENMC. SENMC reserved the right to award the agreement to the

22. Where a brand-name or equal specification is used in a solicitation, the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. If a Respondent proposes and  
  
Proposals and is the sole interpreter of the scope of work/specifications and sole judge as to
23. By responding to RFP, Respondents acknowledge and agree to the terms and conditions set forth in this RFP.
24. Respondent will submit one (1) original proposal and one (1) identical emailed copy of the proposal to the location specified in item 7 of this section. Fax copies are not accepted.
25. In accordance with 13-1-129 NMSA 1978, Respondents are hereby notified that other Governmental entities within the State of New Mexico, or as otherwise allowed by their Respective governing directives, may contract for services with the awarded Respondent.
26. A business (contractor, subcontractor or supplier) that has either been debarred or suspended Pursuant to the requirements of 12-1-177 through 13-1-180, and 13-4-11 through 13-14-17



3. The Director of Finance or her/his design have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Respondent concerning a procurement. This authority will be exercised in accordance with adopted regulations, but will not include the authority to award (13-1-173 NMSA 1978).
4. The Director of Finance or her/his designee will promptly issue a determination relating to the protest. The determination will:
  - a. State the reasons for the action taken; and
  - b. Inform the Protestant of the right to judicial review of the determination pursuant to 13-1-183 NMSA 1978.
5. A copy of the determination issued under 13-1-175 NMSA 1978 will immediately be mailed to the Protestant and other Respondents involved in the procurement (13-1-



recommended. All information should be included for any subcontractor the Respondent has indicated to be part of the project team. Include all areas of work to be performed by the subcontractor(s).

**Cost of Service:** A fee proposal must  
*Include other details as needed.*

**Attachment:** Debarment & Suspension Form, Non-Collusion Form, and Vendor Questionnaire.

## **PROPOSAL CHECKLIST**

Include one (1) original and one (1) identical electronic copy of your proposal. Please provide a CD or Jump Drive with the proposal loaded. Fax copies are not accepted.

Include List of References.

Acknowledge all addenda in letter of transmittal.

Review all clarifications/questions/answers.

on the front of the envelope.