

REQUEST FOR PROPOSALS

The City of Las Vegas, New Mexico will open Sealed Proposals at 2: 00 pm, April 4, 2025, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

Access Control and Camera System Services

Proposal Forms may be obtained from the following location: City Clerk's office at 1700 N GRAND AVE, LAS VEGAS, NM 87701

Mailed proposals should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked **Access Control and Camera System Services** **Opening No. 2025-22**; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the date and time set for the proposal request. If the mail or delivery of proposal request is delayed beyond the opening date and time, proposal thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

The City of Las Vegas reserves the right to reject any/or all proposals submitted.


CITY OF LAS VEGAS,



Tim Montgomery, City Manager



Attorney



Casandra Fresquez, City Clerk



Morris Madrid, Finance Director



Dominic Chavez, Purchasing Officer

Opening No. 2025-22

Date Issued: March 7, 2025

Published: Las Vegas Optic March 7, 2025

Albuquerque Journal March 7, 2025

www.lasvegasnm.gov March 7, 2025

OFFEROR INFORMATION

OFFEROR: _____

AUTHORIZED AGENT: _____

ADDRESS: _____

TELEPHONE NUMBER (____) _____

FAX NUMBER (____) _____

DELIVERY: _____

STATE PURCHASING RESIDENT CERTIFICATION NO.: _____

NEW MEXICO CONTRACTORS LICENSE NO.: _____

SERVICE (S): **Access Control and Camera System Services** THE CITY OF LAS VEGAS
RESERVES THE RIGHT REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY
TECHINCAL IRREGULARITY IN THE FORM.

AFFIDAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF _____ }

COUNTY OF _____ }

I, _____ state under penalty of perjury that I am at least 18 years old, and am of the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any city official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any City official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Signature

Subscribed and sworn to before me, this _____ day of _____, 20_____.

(SEAL)

Notary Public Signature
My Commission Expires: _____

NON-COLLUSION:

In signing of their proposal and affidavit the offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in connection with the submitted proposal.

CLARIFICATION OF PROPOSAL:

Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the **Department** involved in the proposal request at least five (5) days prior to the scheduled proposal opening date; with a copy forwarded to the **Finance Department**. Any interpretations, corrections, or changes (not part of the negotiation stage) of said proposal specifications shall be made by **"ADDENDUM"** only; including any Opening Dates or Time Change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and offeror shall not rely upon such interpretations, corrections, and changes.

MODIFICATION OR WITHDRAWAL OF PROPOSAL:

A proposal may not be withdrawn or cancelled by the offeror following the scheduled opening date and time; the offeror does so agree in submitting their proposal. Prior to the scheduled time and date of opening, proposals submitted early may be withdrawn but **may not** be re-submitted.

Pursuant to (Section 13-1-21 and 13-1-22, N.M.S.A. 1978), any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their **Certificate Number** (issued by N.M. State Purchasing); with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

APPLICATION OF PREFERENCE:

FEDERAL TAX IDENTIFICATION NUMBER:

Pursuant to IRS requirements, offerors shall provide their Federal Tax ID Number if offeror is incorporated. If offeror is a sole proprietorship or partnership, then shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: _____

SOCIAL SECURITY NUMBER: _____

NEW MEXICO TAX IDENTIFICATION NUMBER:

Payment may be withheld under Section 7-10-5, N.M.S.A. 1978 if you are subject to New Mexico Gross Receipts Tax and have not registered for New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

SPECIAL NOTICE:

Proposals will be opened and all submitted copies will be checked for accuracy of Department's specific amount of copies requested. Any price or other factors of the submitted proposals **will not** be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposals **are not** public record to other offerors or interested parties before the negotiation or awarding process.

The department involved in the proposal request will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

NEGOTIATION:

Pursuant to the City of Las Vegas Purchasing Rules and Regulations (section 6.7); discussions or negotiations may be conducted with a responsible offeror who submits an acceptable or potentially acceptable proposal. Negotiations of price will be done after all evaluation criteria have been met.

CONTRACT:

When the City issues a purchase order in response to an awarded proposal, a binding contract is created (unless a specific contract has been created).

TAXES:

Bidder must pay all applicable taxes.

NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts Tax in the City of Las Vegas.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, NMSA 13-1-28, *et al*, as amended, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250.00) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to NMSA 13-1-181 or a contract that is executed may be ratified or terminated pursuant to NMSA 13-1-18 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source of small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [NMSA 13-1-28 through 13-1-199] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____
Relation to Prospective Contractor: _____
Date Contribution(s) Made: _____
Amount(s) of Contribution(s) _____
Nature of Contribution(s) _____
Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (Position)

Request for Proposal (RFP) for Access Control and Camera System Services

Date Issued: March 7, 2025

Proposal Due Date: April 4, 2025

Section 1: Introduction

1.1 Purpose:

The City of Las Vegas, New Mexico, is requesting proposals from qualified vendors to provide design, installation, maintenance, and support services for an Access Control and Camera System across citywide facilities. The selected vendor will ensure the system is modern, scalable, and aligns with the city's comprehensive security needs. The Offeror shall perform **Access Control and Camera System Services** on an as needed basis, as hereafter stated, for customary and incidental services for the City of Las Vegas. The Offeror shall fully and timely provide all deliverables described herein in strict accordance with the terms, covenants, and conditions of the Contract. The agreement term will be for one year with the option for renewal up to four (4) years. The contract, including renewals and amendments thereof, may not exceed a total duration of four (4) years. The contract will begin upon final approval by the City Manager.

1.2 Background:

The City of Las Vegas, New Mexico, is a vibrant community that values safety and efficiency across its municipal operations. The city manages a range of facilities, including but not limited to:

- Water Treatment Plant
- Wastewater Utilities
- Customer Service Offices
- Police Department
- Fire Department
- Solid Waste Facility
- Finance Department
- City Hall
- Animal Shelter
- Recreation Center
- Parks and Recreation

These facilities are critical to the city's daily operations and require enhanced security measures to ensure the safety of personnel, assets, and residents. Implementing or upgrading access control and surveillance systems is a priority to improve operational oversight and security compliance.

Section 2: Scope of Work

The scope of work includes but is not limited to the following:

2.1 Access Control System

- Installation of door access control systems (e.g., keycard, biometric, or mobile-based systems).
- Integration with existing building management systems (if applicable).
- User management capabilities (adding/removing users, access permissions).
- Reporting capabilities for access logs.

2.2 Camera System

- Installation of surveillance cameras at identified locations (indoor and outdoor).
- High-definition recording and playback capability.
- Integration with centralized monitoring software.
- Motion detection and alert features.

2.3 Maintenance and Support

- Ongoing maintenance of hardware and software.
- Technical support with defined Service Level Agreements (SLAs).
- Training for staff on system use and troubleshooting.

2.4 System Requirements

- The system must comply with all applicable laws and regulations.
 - Compatibility with existing infrastructure where applicable.
 - Secure data storage and transmission.
-

Section 3: Proposal Requirements

Proposals must include the following information:

3.1 Vendor Information

- Company name, address, and contact details.
- Brief company history, qualifications, and experience in similar projects.
- List of certifications and partnerships with relevant technology providers.

3.2 Project Plan

- Detailed implementation timeline.

- Description of system design and equipment to be used.
- Installation plan and impact on daily operations.

3.3 Cost Breakdown

- Itemized pricing for equipment, installation, and maintenance.
- Any recurring fees (e.g., licensing or support contracts).
- Warranty and service agreement details.

3.4 References

- At least three references from similar projects completed in the past five years.
- Include contact details and project descriptions.

Section 4: Evaluation Criteria

Proposals will be evaluated based on the following criteria (100 points max):

1. Vendor qualifications and experience (20 points)
2. Proposed system functionality and compliance with requirements (20 points)
3. Cost-effectiveness (20 points)
4. Capability and Capacity (20 points)
5. References and past performance (10 points)
6. Resident Certificate (5 points)
7. Veterans preference (5 points)

Section 5: Submission Instructions

5.1 Proposal Submission: 1 original and 5 copies of proposal

Proposals must be submitted by mail or delivered to the following address 1700 North Grand Ave
Las Vegas NM, 87701:

Casandra Fresquez, City Clerk
1700 North Grand Avenue
Las Vegas New Mexico 87701
1 (505) 454-1401

5.2 Questions

Questions related to this RFP must be submitted 5 days before the opening date to:

Cassandra Fresquez
cfresquez@lasvegasnm.gov
1 (505) 454-1401

Section 6: Terms and Conditions

- The City of Las Vegas, New Mexico, reserves the right to accept or reject any or all proposals.
- All costs incurred in the preparation of the proposal are the responsibility of the vendor.
- Vendors must comply with all applicable federal, state, and local laws.

We look forward to receiving your proposal and working together to enhance the security of our facilities. Thank you for your interest in partnering with the City of Las Vegas, New Mexico

EVALUATION SHEET

Offerors:

Proposal must address each of the following criteria to receive points.

| Rating Sheet For (applicant name): | | |
|---|------------------------|-----------------------|
| Item | Possible Points | Points Awarded |
| 1. Vendor qualifications and experience | 20 | |
| 2. Proposed system functionality and compliance with requirements | 20 | |
| 3. Cost-effectiveness | 20 | |
| 4. Capability and Capacity | 20 | |
| 5. References and past performance | 10 | |
| 6. Resident Certificate | 5 | |
| 7. Veterans preference | 5 | |
| Subtotal Proposals for Scope of Services | <u>100</u> | |